



PSST ACADEMY

2019 K-12 TRAINING SUMMIT

DAY 1 - Thursday, October 17, 2019			
10:00 - 11:00	PRE-SUMMIT TECH LAB Assistance with ensuring access to WiFi & District Munis® data		
11:00 - 12:00	SUMMIT ARRIVAL & REGISTRATION		
12:00 - 1:30	Lunch and Keynote Speaker, Carl L. Williams Sr. - What's Ahead		
1:30- 1:45	BREAK		
1:45 - 2:45	The Capital Construction Process Bob Tarvin-Ross, Sinclair & Associates	Munis® Position Control (Part 1 of 2) Dr. Dianna Gainey & José Alfaro	Connecting the Dots with Absence Management Integration Donnesha Moore & Keith Kucler
	Review the Capital Construction Process that includes an introduction to the facilities planning process and the bonding of capital improvements. Also discover the type of project delivery available that districts should be aware of when contemplating facility needs.	Learn the benefits of using Position Control and how it correlates to FTE Allocations. Position Control can provide more stability to your HR, budget and payroll systems! See how budgeted positions and position allocations are easily compared against actuals to quickly identify vacancies.	Master the art of Absence Management Integration. In this session, you will gain an understanding of best practices to keep your Munis® data and Frontline Absence & Time™ software in sync. Develop key strategies you need to become an expert.
2:45 - 3:00	BREAK		
3:00 - 4:00	Effectively Managing Multi-Year Funds Stephen Clark & Edris Humphrey	Munis® Position Control (Part 2 of 2) Dr. Dianna Gainey & José Alfaro	Payroll Compare Keith Kucler & Donnesha Moore
	Explore helpful processes to maintain multi-year funds including, fiscal year-end cleanup, closing old projects and related accounts, and reconciling to the balance sheet.	Part 2 of Position Control - HANDS ON! With your laptop, initiate the process of setting up Position Control for YOUR district. Participants can leave the session with their Position Control framework ready for implementation when they return to the district!	Discover an easy way to review significant payroll changes occurring between payrolls and quickly find incorrect or invalid payroll changes before the payroll is generated.

DAY 2 - Friday, October 18, 2019				
7:30 - 8:00	Continental Breakfast			
8:00 - 9:00	Creating Your 2021 Salary Projections (Part 1 of 2) Susan Farlee & Edris Humphrey	Importing in Munis® Carl L. Williams & Dr. Dianna Gainey	Preparing for W-2s & 1099s in Munis® (Part 1 of 2) Keith Kucler & Stephen Clark	
	Learn the steps of the Salary and Benefit Projection process and review the tools available to budget managers to produce a projection. Attendees will create Salary and Benefit Projections utilizing tools in Budget Command Center. Payroll knowledge will be helpful, if participating in this session.	Avoid time-consuming manual data entry while decreasing your risk for errors. Learn how to efficiently create and import data through the Munis® import features already available to you.	Uncover the steps needed to check reporting totals throughout the year to make the W-2 and 1099 process less cumbersome and more efficient at reporting time. Bring 941 data from the last three full quarters to ensure your maximum training experience for preparing W-2s. During this hands-on training, you will be provided and use, the W-2 Balancing Spreadsheet.	
9:00 - 9:15	BREAK			
9:15 - 10:15	Creating Your 2021 Salary Projection (Part 2 of 2) Susan Farlee & Edris Humphrey	HR Integration with Frontline™ Jameka Cox & José Alfaro	HR Integration with PowerSchool Unified Talent™ Matt Thompson & Kim Milby	Preparing for W-2s & 1099s in Munis® (Part 2 of 2) Keith Kucler & Stephen Clark
	(the continuation of this 2-hr session)	Explore the benefits of using the PSST HR Integration solution with Frontline Recruiting & Hiring™ (formerly AppliTrack). Receive highlights to properly build a form, set up a form, and create Employee Master and Personnel Actions import files. And review, at a high-level, information transferred from Munis® to Frontline Central™ during the integration process.	Join us for this session to walk through how PowerSchool Unified Talent™ can now integrate with Tyler Munis® through the Connect Stream® platform. Connect Stream® is a cloud-based platform that provides a secure and unified environment for your K-12 district's applications to improve interoperability and efficiencies. Gone are the barriers to data access, software applications working in isolation, and manual, redundant processes.	(the continuation of this 2-hr session)



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DAY 2 - Friday, October 18, 2019 <i>continued</i>			
10:15 - 10:30	BREAK		
10:30 - 11:30	Munis® Fixed Asset Processing Stephen Clark & Donnesha Moore	Using Munis® Personnel Actions to Make Employee Changes José Alfaro & Dr. Dianna Gainey	Automated Billing Reconciliation - Benefit Integration Chris Jones, American Fidelity & Edris Humphrey
	Participate in an overview of the fixed assets process. Then, move on to entering fixed assets, reconciling tips before posting, processing depreciation, and reconciling new fixed assets to your general ledger.	Learn how to use Munis® Personnel Actions to update or maintain employee data without accessing the Employee Master. Leave knowing how to make individual changes in one tidy procedure.	Developed in conjunction with American Fidelity Assurance Company, discover an automated process that can save you significant time reconciling monthly invoices prior to transferring employee benefit information.
11:30 - 12:30	LUNCH BREAK		
12:30 - 1:30	EEO-5 Reporting Made Easy Susan Farlee & Edris Humphrey	HR Best Practices: Recruiting, Hiring, & Retaining Employees Dr. Dianna Gainey & José Alfaro	Munis® Beginning to Intermediate Payroll Stephen Clark & Keith Kucler
	Learn how to produce the EEO-5 Report with the push of a button! Two major factors of the EEO-5 Report are employee work locations and employee ethnic information. You will also learn to set up locations/schools for your district and where employee EEO-5 data is stored in Munis® for fast, easy processing.	It's not just about the staff members you hire, but how many you can KEEP! This presentation will include discussions of the induction phase of onboarding, how to successfully blend new staff, the tools needed, continuous development, and fostering higher engagement for lasting employee retention.	See how and where employee payroll information comes together to generate and process a payroll. Learn setup for the Employee Master, deductions, job salary and accruals. Understand the step-by-step payroll process to completion.
1:30 - 1:45	BREAK		
1:45 - 2:45	School Activity Funds – The Right Way Mallory Wiggs, TRA, & Edris Humphrey	Keeping Munis® in Sync for the Affordable Care Act (Part 1 of 2) Jameka Cox & Donnesha Moore	Munis® Advanced Payroll (Part 1 of 2) Keith Kucler & Stephen Clark
	See SchoolFunds Online by TRA in action! Go into the system to see how user-friendly and intuitive the program is. Leave the session knowing you have the opportunity to give time back to your bookkeepers and reduce fraud within your district.	Implement best practices during the year to track your employees properly and determine who is eligible for an offer of health insurance coverage. Remain IRS-compliant and learn how calc codes, hire dates, termination dates, deduction codes, employment status, and waiver information work within Munis® for your 1094C/1095C ACA Reporting.	Take a deep dive into Munis® Auxiliary Programs and discover the steps used for setting up employees, doing deductions and processing payroll. You will learn how to automate upfront to save processing time and get the most from your data.
2:45 - 3:00	BREAK		
3:00 - 4:00	Tools for Budgeting/Reporting Edris Humphrey & Susan Farlee	Keeping Munis® in Sync for the Affordable Care Act (Part 2 of 2) Jameka Cox & Donnesha Moore	Munis® Advanced Payroll (Part 2 of 2) Keith Kucler & Stephen Clark
	Discover different ways budget amounts can be added to your budget projection. Explore the multiple budget entry options and functionality now available in Munis®, as well as various avenues for reporting.	(the continuation of this 2-hr session)	(the continuation of this 2-hr session)