

IGFOA Professional Education Committee Payroll Team presents:

## 2023 Payroll Seminar

**October 12, 2023 | 9:30 AM to 3:30 PM**

NIU Naperville, 1120 E. Diehl Rd., Naperville, IL 60563

### AGENDA

**9:30 – 9:55 AM                      CHECK-IN, NETWORKING & COFFEE**

**9:55 – 10:00 AM                    WELCOME & INTRODUCTIONS**

**10:00 – 10:50 AM                IDENTIFY TOP ISSUES IN TODAY’S PAYROLL  
DEPARTMENT**

**Facilitators:** **Jon Beckmann, MBA, CPRE**, Director of Finance and  
Operations, *Waukegan Park District*

**Kevin Baumgartner**, Accountant | Budget Coordinator, *Village of  
Arlington Heights*

All seminar attendees will participate in individual, group learning, and networking sessions.

#### **Part 1:**

An open discussion on today’s top payroll issues. Come prepared to discuss your payroll concerns and participate in determining the top three most critical issues for the group.

#### **Part 2:**

Attendees will break out into focus groups, and as a team, develop a list of strategies for the top three overall payroll issues identified in Part 1.

***Learning Objectives: Participants completing this session will be able to:***

- Identify today’s most important payroll issues;
- Learn about these issues from peers and industry experts; and
- Learn strategies to address these payroll issues at individual agencies.

**10:50 – 11:00 AM                    BREAK**

**11:00 AM – 12:15 PM            PAID LEAVE FOR ALL WORKERS ACT**

**Speaker:** **Dave Moore**, Partner, *Laner Muchin, Ltd.*

The Paid Leave for All Workers Act (PLFAWA) becomes effective in January 2024. As a result, public employers are conducting holistic reviews of all employees paid time off policies, including paid leave under the new law, as well as existing PTO, vacation, sick leave, and personal day policies. Employers will need to comply with the PLFAWA and forthcoming guidance from the Illinois Department of Labor (IDOL) about this new law *and* maintain compliance with existing requirements under the Illinois Wage Payment & Collection Act (IWPCA)—requirements that are sometimes misunderstood. Additionally, employers will need to train supervisors about best practices when employees take unscheduled leave under the PLFAWA and remind them of best practices when absences are also covered by the Family and Medical Leave Act (FMLA) and other laws.

***Learning Objectives: Participants completing this session will be able to:***

- Gain a basic understanding of statutory requirements under the PLFAWA and forthcoming regulatory updates from the IDOL;
- Understand existing statutory requirements for paid time off policies under the IWPCA and how these requirements may impact decisions about PLFAWA compliance; and
- Learn best practices for supervisors when employees take unscheduled leave under the PLFAWA and FMLA.

**Program Level:** Overview **Field of Study:** Finance – Technical **NASBA CPE:** Earn About 1.5 CPE credit

**12:15 – 1:00 PM                      LUNCH**

**1:00 – 2:15 PM                      12 MONTHS OF PAYROLL: IS YOUR CALENDAR COMPLETE?**

**Speaker: Tim Gavin,** Principal – Financial Services/Payroll, *Lauterbach & Amen, LLP*

The payroll process is more than just ensuring everyone gets paid on payday. There are tasks and responsibilities throughout the year that must be addressed. This session will provide an overview of all critical and mandated activities that payroll staff must perform through an annual cycle and how to create a plan to make sure those activities are not missed.

***Learning Objectives: Participants completing this session will be able to:***

- Learn all the various required payroll-related tasks that occur throughout the year;
- Discuss additional activities that may apply in different situations; and
- Learn strategies to prepare a reliable payroll calendar.

**Program Level:** Overview **Field of Study:** Finance - Technical **NASBA CPE:** Earn About 1.5 CPE credit

**2:15 – 2:30 PM                      BREAK**

**2:30 – 3:30 PM                      FRAUD WITHIN THE PAYROLL CYCLE**

**Speaker: Dan Curran,** Partner, *Crowe LLP*

What is the payroll staff's role in preventing and detecting fraud? Learn about considerations regarding the control environment and segregation of duties within the payroll process and then review real life examples of fraud within the payroll cycle.

***Learning Objectives: Participants completing this session will be able to:***

- Understand your role in the prevention of fraud within the payroll cycle;
- Critically assess if the payroll cycle has any weaknesses making it susceptible to fraud; and
- Improve awareness surrounding potential fraudulent threats to your organization.

**Program Level:** Overview **Field of Study:** Finance - Technical **NASBA CPE:** Earn About 1.0 CPE credit

**3:30 PM                                      CLOSING REMARKS**