



INDIANA ASBO

Payroll Seminar

connect. learn. lead.

December 11, 2026

*Embassy Suites Plainfield Hotel &
Conference Center
2353 Perry Road
Plainfield, IN 46168*

AGENDA

8:30 a.m. Registration Check-In Opens

9:00 a.m. Payroll from Start to Finish

A comprehensive, step-by-step walk-through of the complete school district payroll cycle. This session covers wage calculations, contract spread options (e.g., 26-pay vs. 24-pay schedules), benefit deductions, direct deposit processing, and balancing payroll registers prior to disbursement.

- *Stephanie Brown, Franklin Township Community SC*
- *Tara Walters, Crawfordsville Community SC*
- *Richelle Kmak, New Prairie United SC*

10:00 a.m. Records Retention Management

An essential overview of state retention schedules governing school district financial and employee records. Learn legally mandated retention periods for payroll ledgers, timecards, and tax filings, along with proper storage, public records request compliance, and secure disposal protocols under Indiana law.

- *Amy Christiansen, Records Management Liaison with Indiana Archives & Records Administration*

10:45 a.m. Break

11:00 a.m. Taxes and Garnishment

A deep dive into state and federal compliance for payroll withholdings. Key topics include navigating Indiana's county adjusted gross income tax rules, handling federal and state tax withholding forms (W-4/WH-4), and calculating complex mandatory garnishments such as child support, tax levies, and court orders under statutory priority rules.

- *Jon Becker, Partner, Church Church Hittle + Antrim*

12:15 p.m. Lunch

1:00 p.m. W-2's, Year-End, & Overtime Reporting

A practical guide to navigating high-stakes year-end deadlines and statutory reporting obligations. Covers W-2 preparation and balancing, Fair Labor Standards Act (FLSA) overtime calculations for hourly and dual-assignment staff and required reporting for Indiana Public Retirement System (INPRS) contributions and state/federal tax agencies.

- *Jon Becker, Partner, Church Church Hittle + Antrim*
- *School Practitioners TBD*

2:15 p.m. Breakout Session: Collaboration Amongst Districts

Interactive, peer-led roundtable sessions grouped by district size. Participants will connect with colleagues facing similar operational issues to exchange best practices, discuss software-specific workflows, share solutions to common challenges, and build a collaborative professional network.

Breakout Facilitators:

- *Small Districts: Richelle Kmak, New Prairie United SC*
- *Medium Districts: Dawn Herring, Clark-Pleasant Community SC*
- *Large Districts: Luisa Brand, South Bend Community SC*

3:00 p.m. Adjourn