**WELCOME TO THE 6th ANNUAL JR3 FINANCE SYMPOSIUM**

**Day One Overview: HR/Payroll**

* Review employee leave balances and policies
* Review Employee Wages report for coding, tax statuses and classifications
* Review Service Records
* Promote 17/18 positions and contracts
* Review positions, contract types and salaries
* PEIMS Role ID Changes
* Review Benefit Programs
* Refresher on updating unique ID field

**Included Documentation:**

* TSDS Instructions
* HR/PR Day One PowerPoint
* EOY HR/PR To-Do List
* EOY W-2 To-Do List
* How to Add or Edit Historical Service Records
* Opening a New Instructional Period
* Promote Contracts & Positions
* PEIMS Role ID C021 / C213