



# 2024 Annual Administrative Workshop

*for Pastors, Administrators,  
Bookkeepers and Secretaries*

**Lay Personnel Policies | Employee Benefits | Accounting Practices**

We will be holding the Annual Administrative Workshop virtually via Zoom. The meeting will be held on **Friday, April 19, at 9am.**

Please RSVP by April 5th using the following link:

<https://www.surveymonkey.com/r/KXNRBPL>

Once you have RSVP'd to attend the Workshop, information to access the Zoom Meeting will be provided to you via email.

## T O P I C S

### **2024 Employee Benefits Program**

#### **Personnel Updates**

- **COVID Items**
- **Personnel Forms Best Practices**
- **Termination Requirements**
- **Transition of Key Positions**
- **Equifax**
- **The Work Number**
- **LOA's and W/C Cases**
- **Breakroom Postings**
- **Live Scan/Safe Haven**
- **Lay Personnel Background Check**
- **Timekeeping Expectations**
- **And more**



**Presented by the** Diocese of Sacramento  
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