CHAMPIONS FOR LEADERSHIP
June 1, 2017

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QCC Payroll
Micro-Credentialing
Hello!
Nice to meet you

Contact me at:

- http://www.sccoe.org/depts/tsb/tpisc/tra/Pages/Payroll.aspx
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WHY CFL?

REASON #1:

PROFESSIONAL DEVELOPMENT

TO CONNECT
WHY CFL?

PROFESSIONAL DEVELOPMENT REASON #2: TO LEARN
PROFESSIONAL DEVELOPMENT

REASON #3:

TO EMPOWER
THE PROJECT
To create a micro-credentialing course for TSB training offerings
What is Micro-Credentialing?
Current offerings are outdated
- No “starting points”
- Lack of prerequisites
- Professional Learning Leader (PLL)
  - Certified January 2017
Project Goals

- Set the framework
- Gather data
- Create a syllabus
- Upload coursework to Canvas
- Begin offering completed courses
The Framework
The Framework

Introduction to QCC Payroll and School Business

- Basic Concepts
- Payroll Master Files
- Employee Maintenance Overview
- District
- County

- DS - Deduction Schedule
- PS - Pay Schedule
- PC - Pay Code
- PT - Pay Type
- SD - StatDed Profile
- RS - Retirement Schedule
- PC - Pay Code
- PT - Pay Type
- SD - StatDed Profile
- RS - Retirement Schedule
The Framework

Advanced QCC Payroll Application

- Creating Pay Lines
- Advanced Reports
- Retirement Systems

QCC PAYROLL EXPERT
Introductory Course Rubric

- Introduction to QCC Payroll and School Business
- Basic Concepts
- QCC Navigation
- Employee Maintenance Overview
### Introductory Course Rubric

<table>
<thead>
<tr>
<th>Course Bookmarks and Progress</th>
<th>Estimated Time for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1 – Basic payroll concepts and how they apply to QCC</td>
<td>8 hours</td>
</tr>
<tr>
<td>Module 2 – QCC Navigation</td>
<td></td>
</tr>
<tr>
<td>Module 3 – Overview of Employee Maintenance – Payroll modules</td>
<td></td>
</tr>
</tbody>
</table>
**Module Format**

<table>
<thead>
<tr>
<th>Module</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>EQ: Place essential question here</td>
</tr>
<tr>
<td></td>
<td>Home Page Introductory Paragraph - what this course is all about</td>
</tr>
<tr>
<td>Introduction</td>
<td>Introductory content goes here. The introduction should highlight why this topic is important and refer to any prerequisite learning.</td>
</tr>
<tr>
<td></td>
<td>Include any text, links or videos.</td>
</tr>
<tr>
<td></td>
<td>Include assignments that allow for reflection or proof of learning on the introductory material.</td>
</tr>
<tr>
<td></td>
<td>If necessary, a second assignment can be included. Consider connecting it to new learning and making it a separate module in the course (CRITICAL if there will be different badges for each assignment).</td>
</tr>
<tr>
<td>Instruction</td>
<td>This is where the instructional material resides. This should include text, videos, and screencasts. This learning is the base for the proficiency assignment below.</td>
</tr>
<tr>
<td></td>
<td>Include an assignment that allows learners to reflect on the instruction.</td>
</tr>
<tr>
<td>Proficiency</td>
<td>Here is where learners show what they learned. Consider asking for a bulleted list of items. You may request more than one item be uploaded.</td>
</tr>
<tr>
<td></td>
<td>Items can be links, media (images such as screenshots), text, videos, uploaded files. Participants can also record themselves speaking.</td>
</tr>
</tbody>
</table>
Canvas Demo

http://sccoe.instructure.com
Accomplishments and Successes

- Created first training course on Canvas
- Completed framework for micro-credential
- Coordinating efforts with educational technology team to turn micro-credentials into recognized university or CASBO credit
Learning Outcomes

Setting a Solid Foundation

Transformation

Project

Big Picture
Special thanks:
My CFL cohort
Demerris Brooks
Melissa Christie (Mentor)
  Director – Curriculum and Instruction
Cindy Patterson (Supervisor)
  Manager – Applications Support