



Best Practices in HR

FOR ACCOUNTANTS & OFFICE MANAGERS

The field of Human Resources (HR) is constantly changing. New laws are being enacted and updated, and employee privacy is at the forefront of the HR dialog. Given that human capital is an organization’s most important asset, it is imperative that decision-makers keep current in their knowledge of the laws and best practices. This course has been designed to provide answers to the most frequently-asked HR questions encountered by Accounting professionals and Office Managers, and to provide an update on upcoming changes in the law.

We will cover topics such as:

- Personnel files – What’s in them? Where are they kept? Who has access?
- Employment/HR Posters – What is required and where do they have to be posted?
- I-9s – Who needs one? Where to keep it? Retention rules
- HR Paperwork Retention – How long do you need to keep all these things?
- Texas Payday Law – Do you know what you can and cannot do to an employee’s paycheck?
- Employee Handbooks – Do we need one? What do they need to have?
- FLSA/Overtime reg update effective 1/1/2020
- San Antonio Sick Leave Ordinance effective 12/1/2019

Join Us!

Date: Tuesday, December 3, 2019

Time: 11:30 AM Registration & Lunch
Class from 11:40 AM – 1:00 PM

Location: “NEW” Training Center,
901 NE Loop 410, Ste. 425

ONLY \$50

CE credit for CPAs – 1.5 Hours

Prerequisites: None

PRESENTER BIO

Lomisa Talbot has more than 19 years of progressive Human Resources (HR) experience. She holds a BBA in Management from Texas State University. Lomisa was HRCI certified with a Professional in Human Resources (PHR) designation within the first year out of college. As her career progressed, she expanded her knowledge of the HR field earning her Senior Professional in Human Resources (SPHR) designation. Lomisa has a broad range of HR experience having worked for some of San Antonio’s largest employers, including H-E-B, City of San Antonio and Security Service Federal Credit Union. Since leaving the full-time workforce in 2011, she has completed projects for clients such as conducting HR audits, employee handbook and policy creation, HRIS conversions, implementing time and attendance systems and applicant tracking systems. She enjoys giving presentations and taking the time to explain anything HR related to employees and managers alike. Lomisa has been married for 19 years and has two daughters, ages 8 and 6. Outside of work you can find Lomisa in the role of Girl Scout troop leader as well as holding a leadership role in her local Girl Scout community.

