



35th Annual Congress
HRCI RECERTIFICATION CREDIT FORM
 Orlando, FL May 16 – 20, 2017

If an attendee is seeking specified credit hours they *will not* be submitting a program ID number. Each set of specified credits will need to be listed as a separate recertification activity. The balance of the conference should be entered as: **35th Annual Congress HR Sessions**. **Note: A PHR may attend any of the sessions for HR credit as long as it has been pre-approved for credit.**

Reference submission Instructions on last page. If you have questions about earning credit hours for these activities, please contact HRCI directly at recertification@hrci.org

➤ **Sessions pre-approved for HR (General) credit**

Breakout Sessions pre-approved for HR (General) credit	5/16	8:00 - 9:30 AM	1.5
Perform a Root Cause Payroll Analysis - Take Your Payroll Department to the Next Level			
Record Retentions - More Control, Disposition of Records			
The 10 Most Common Payroll Pitfalls			
Voluntary Wage Assignments Law and Practice			
Compliance Challenges and Metrics in the Retail World			
Introduction to Stock and Stock Option Plans			
Introduction to U.S. Nonresident Alien Tax Withholding			
Unclaimed Property Reporting: What You Need to Know			
Essential Strategies for Managing Virtual Teams			
Let's Talk: Giving Feedback			
Social Media and Your Brand			
Stand Up, Speak Out, Career Success!			
Breakout Sessions pre-approved for HR (General) credit	5/16	9:45 - 11:15 AM	1.5
Payroll Auditing Techniques			
The Basics of Payroll Reconciliations			
Telecommuting: Wage and Hour/Taxation Issues			
What's Old and New at SSA!			
Real World: Health Care Reform			
Payroll/AP Best Practices: What Does This Really Mean?			
Emotional Intelligence			
New Payroll Manager? Enhance Your Management Skills			
Breakout Sessions pre-approved for HR (General) credit	5/16	11:15 AM - 12:45 PM	1.5
Your Employees and the Consumerization Revolution			
Breakout Sessions pre-approved for HR (General) credit	5/16	1:00 - 2:00 PM	1.0
Pay Equity: Perception and Reality			
Talent Management Through Payroll Assessments			
Breakout Sessions pre-approved for HR (General) credit	5/16	2:15 - 3:45 PM	1.5
The Nuts and Bolts of Child Support			
Legislative Outlook and APA Lobbying 1			
IRS Reporting Agent Program: What a Service Provider Needs to Know About Employment Tax			



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Nonqualified Deferred Compensation Plans, Basic			
Taxable and Nontaxable Fringe Benefits, Part 1			
Yes! AP and Payroll Should Talk			
Mentoring and Making It Work For Everyone			
Data Breach Risk Assessment - The Road Less Traveled			
Breakout Sessions pre-approved for HR (General) credit	5/17	8:00 - 9:30 AM	1.5
Double Trouble: Multiple Jobs and Pay Rates			
Payroll Accounting - How Important Is It?			
Garnishments Beyond Child Support			
Top 10 Things You Need to Know About Employment Tax			
An Introduction to Multi-State Taxation			
A Strategic Approach to Managing Healthcare Payrolls			
Stock Options and Equity Compensation Plans, Advanced			
Quality Enhancements for Payroll			
Implementation Survival Kit			
Breakout Sessions pre-approved for HR (General) credit	5/17	8:00 - 11:15 AM	3.0
Women's Leadership Series			
Breakout Sessions pre-approved for HR (General) credit	5/17	9:45 - 11:15 AM	1.5
Prepare Your Teams for the Future of Payroll: Robotics, Automation & Shared Services			
Dealing With the 27th/53rd Payday Phenomenon			
Wage and Hour: Compensable Time Issues			
Overpayments: What Can We Do?			
White Collar-Exemptions Under the FLSA			
Forum on Federal Payroll Issues			
Singing the Same Song – The Uniform Wage Garnishment Act			
Innovative Best Practices of Prism Award Winners			
Advanced Career-Building Speaking Skills			
Negotiations: Principles and Applications for Payroll			
Positioning Payroll as a Leader Activity			
Breakout Sessions pre-approved for HR (General) credit	5/17	1:45 - 3:15 PM	1.5
PayCards in New York – How This Change Has Impacted Payroll Departments Nationally			
How to Change Payroll Cycles and Keep Your Friends Along the Way			
Are Your I-9s Ready for an Audit?			
Using the Internet for Federal, State, and Local Payroll Research			
The One-Person Payroll Department			
Nonqualified Deferred Compensation Plans, Advanced			
Understanding How to Calculate Federal Taxes			
Business Traveler Considerations for Payroll & Corporate Tax Departments			
Understanding the Tax Equalization and Tax Protection Process			
Electronic Payments and Invoices in AP - What You Need to Know			
Identity Theft – Don't Let It Rock Your World			
Preparing and Analyzing Requests for Proposal			



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Breakout Sessions pre-approved for HR (General) credit	5/17	2:15 - 5:30 PM	3.0
Women's Leadership Series			
Breakout Sessions pre-approved for HR (General) credit	5/18	8:00 - 9:30 AM	1.5
IRS/SSA Reconciliations - What You Don't Know Can Hurt You			
Domestic Mobility			
Paid Sick Leave - From Perk to Mandate			
Taxable and Nontaxable Fringe Benefits, Part 2			
Forum on Federal Payroll Issues			
Unique Fringe Benefit Issues for Government Sector Employers			
Worker Classification Issues			
Paperless Pay Compliance in 50 States			
Breakout Sessions pre-approved for HR (General) credit	5/18	2:15 - 3:45 PM	1.5
The Infamous Rules Behind Direct Deposit and Same-Day ACH			
Are You Ready for Larger Penalties? Be Prepared			
Local Income Tax in Pennsylvania			
Payroll for Higher Education Institutions			
Business Continuity Planning: It's Not Just Disaster Recovery Anymore			
AP Accounting and Month-End Accruals			
Developing a Cohesive Team			
Payroll Best Practices Recap			
Retain and Ignite Game Changer Employees			
Mobile Enabling Your Workforce With Phones and Tablets			
Breakout Sessions pre-approved for HR (General) credit	5/18	4:00 - 5:30 PM	1.5
Be Prepared: Develop Your Payroll Internal Controls and Framework			
Compliance Research: How to Find Answers, and Communicate to Management			
e-IWO – The Journey to Paperless Child Support Orders and More Begins Here			
Legislative Outlook and APA Lobbying 2			
Police and Fire Fighter Issues			
AP Internal Control and Auditing Techniques			
It's Time We All Work Happy: The Secrets of the Happiest Companies and Employees			
Maximize Millennials in the Workplace			
Breakout Sessions pre-approved for HR (General) credit	5/19	8:00 - 9:30 AM	1.5
What Every Payroll Professional Needs to Know About Emerging Payroll Technologies			
Breakout Sessions pre-approved for HR (General) credit	5/19	11:00 AM - 12:30 PM	1.5
Secrets of a Successful Year-End			
Multiple Local Jurisdiction Withholding Requirements			
Regulatory Update on Employment Law			
State and Local Payroll: Key Developments and Research Tools			
State and Local Taxation of Stock Options and Other Equity-Based Awards			
Adding Value to Your Organization Through Job Costing			
Executive Compensation Audits: What Is the IRS Looking At?			



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The Perfect Partnership: Payroll and Human Resources			
Punch in and Punch Out: Trends in Time and Attendance			
The CHRO/CFO Agenda on Digital Payroll			
Breakout Sessions pre-approved for HR (General) credit	5/19	2:30 - 4:00 PM	1.5
Managing Termination Pay			
Keep It All Together, Keep It All Straight: Payroll Record Keeping Requirements			
Wages Owed to Deceased Employees			
How to Be an I-9 Rock Star			
Local Income Tax in Ohio and Kentucky			
Everything You Don't Know About Tips and How They Affect You			
ACA Healthcare Reporting Data Essentials			
Change Management Strategies to Ensure Successful Projects			
Puerto Rico Taxation - Forms and Filing Requirements			
Myths, Misconceptions, and Untruths of Payroll			
A Financial Fraud Trifecta: BEC Scams, Wire Fraud, Check Fraud			
Payroll Data Privacy 101			
Breakout Sessions pre-approved for HR (General) credit	5/19	4:15 - 5:45 PM	1.5
Grippers, Complainers, and Whiners			
Breakout Sessions	5/20	8:00 - 9:30 AM	1.5
Correcting the W-2: Form W-2c to 941-X and More			
Supplemental Wages and Proper Taxation			
DOL Investigation: How Would You Stack Up?			
Understanding and Impacting the Legislative Process			
Payroll Strategies for Success			
Tips for Project Management			
Breakout Sessions pre-approved for HR (General) credit	5/20	9:45 - 11:15 AM	1.5
Walking Into a Mess: The Fix-It and Clean-It Up Approach			
Form 1099-MISC Reporting: Federal and State Requirements			
Documenting Your Procedures and Processes			
Exceptional Customer Service for Payroll Professionals			
Payroll Fraud: Detect, Deter, Defend			
➤ Sessions pre-approved for Business credit			
Breakout Sessions pre-approved for Business credit	5/16	8:00 - 9:30 AM	1.5
Lean Management: How GE Rethought Payroll Operations			
Breakout Sessions pre-approved for Business credit	5/16	9:45 - 11:15 AM	1.5
Process Mapping: Driving Process Improvement			
Breakout Sessions pre-approved for Business credit	5/16	2:15 - 3:45 PM	1.5
Mergers and Acquisitions, Basic			
Breakout Sessions pre-approved for Business credit	5/17	1:45 - 3:15 PM	1.5
HR/Payroll/Time Metrics: Turning Data Into Meaningful Information			
Breakout Sessions pre-approved for Business credit	5/18	8:00 - 9:30 AM	1.5
Six Sigma and Lean Practices Promote Success on Your Payroll Journey			



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Breakout Sessions pre-approved for Business credit	5/18	4:00 - 5:30 PM	1.5
Cost Efficiencies			
Breakout Sessions pre-approved for Business credit	5/19	11:00 AM - 12:30 PM	1.5
Mergers and Acquisitions, Advanced			
Breakout Sessions pre-approved for Business credit	5/20	9:45 - 11:15 AM	1.5
Improving Efficiency Through Root Cause Analysis and Beyond			
➤ <u>Sessions pre-approved for Global credit</u>			
Breakout Sessions pre-approved for Global credit	5/16	8:00 - 9:30 AM	1.5
When Does a Visa Impact Withholding?			
Payroll in China			
Breakout Sessions pre-approved for Global credit	5/16	9:45 - 11:15 AM	1.5
Can You Afford the Global Payroll Compliance Risk?			
Global Culture Awareness for the Payroll Professional			
The Global Automation Cycle, It's Not Just Finance Anymore!			
Canadian Payrolls: Taxation Issues			
Breakout Sessions pre-approved for Global credit	5/16	1:00 - 2:00 PM	
Creating and Executing a Successful Global Payroll Strategy			
Global Strategic Alignment for HR and Payroll Professionals			
Breakout Sessions pre-approved for Global credit	5/16	2:15 - 3:45 PM	1.5
Global Payroll: Your Passport to Adventure			
Taxable Benefits in Canada			
Understanding Tax Treaty Benefits and Limitations			
Breakout Sessions pre-approved for Global credit	5/17	8:00 - 9:30 AM	1.5
Global Payroll: Myths Resolved			
The State of Global Payroll: Facts, Fears, and the Future for Your Organization			
Payroll in India			
Termination Requirements in Australia			
Breakout Sessions pre-approved for Global credit	5/17	9:45 - 11:15 AM	1.5
Expatriate Payroll 101: Everything You Need to Know to Get Started			
Payroll in South Africa			
Breakout Sessions pre-approved for Global credit	5/17	1:45 - 3:15 PM	1.5
Nonresident Alien Taxation and Withholding for J-1 Exchange Visitors and F-1 Students			
Payroll in Germany			
Breakout Sessions pre-approved for Global credit	5/18	8:00 - 9:30 AM	1.5
Overcoming Global Payroll Challenges With Modern HCM Technology			
Canadian Payrolls Nontaxation Issues			
Payroll in The Netherlands			
Breakout Sessions pre-approved for Global credit	5/18	2:15 - 3:45 PM	1.5
Interested in Taking Your Career to a Global Level?			
Paying in the U.K.			



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Expatriate Payrolls, Advanced			
Breakout Sessions pre-approved for Global credit	5/18	4:00 - 5:30 PM	1.5
Brexit - The Long Divorce and Insights Into Processing International Payroll			
Payroll in Australia			
Payroll in the Gulf Cooperation Council			
Breakout Sessions pre-approved for Global credit	5/19	11:00 AM - 12:30 PM	1.5
Global Mobile Employees and Equity Compensation - What Do You Need to Know?			
Winning Globally - Discovery, Strategy, Governance, Part 1			
Shadow Payrolls			
Understanding Payments to Foreign Workers			
Breakout Sessions pre-approved for Global credit	5/19	2:30 - 4:00 PM	1.5
Are You GDPR Ready? What You Need to Know About Global Data Privacy Regulations			
Winning Globally-Selecting a Payroll Delivery Model for your Organization, Part 2			
➤ <u>Sessions pre-approved for Business and Global credit</u>			
Breakout Sessions pre-approved for Business and Global credit	5/16	2:15 - 3:45 PM	1.5
Global Business Services Leading Practices			
Breakout Sessions pre-approved for Business and Global credit	5/18	8:00 - 9:30 AM	1.5
Developing a Strategy for Global Payroll Shared Services			
➤ <u>Sessions pre-approved for California specific credit</u>			
Breakout Sessions pre-approved for California credit	5/16	9:45 - 11:15 AM	1.5
Is Payroll in California That Difficult?			

Sessions NOT pre-approved for credit:

- | | |
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| <ul style="list-style-type: none"> ❖ Social Technologies and Your Brand What Now? ❖ Success Through Stillness ❖ Communication - I Can't Believe I Just Said That! | <ul style="list-style-type: none"> ❖ Selling Yourself and Your Ideas ❖ The 5 Second Rule - Achieve Breakthrough Performance In ❖ Work/Life Balance - What Does That Mean? |
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HRCI Recertification Credit - Instructions for Submitting Activity

Activity ID: 311045

Activity Type: Conference (35th Annual Congress)

Start Date: 5/16/2017

End Date: 5/20/2017

1. Login to your profile at <https://hrci.org/login>
2. Click the **My Recertification** link
3. Review your progress dashboard and requirements
4. Find the *Continuing Education: Pre-Approved Activities* section of your learning plan
5. Click **Add Activity**
6. Enter the Activity ID and click **Search**
7. Click **Select** next to the activity title
8. Enter the Start and End Dates that you attended the activity* and click **Next**
* Because some activities are ongoing throughout the year, the Start and End Dates are left intentionally blank.
9. Review the activity details, agree to the attestation and click **Submit**

Instructions for the PHR/aPHR certified:

The HR Professionals who hold the PHR/aPHR certification don't need specific credits such as Business or Global or California.

Instructions for the SPHR/GPHR/PHRca/SPHRi certified:

The HR Professionals who are SPHR/GPHR/PHRca/SPHRi certified require specified credits; Business credits. They will update the conference in the following manner:

Each session they attended that is awarded the Business/Global/ California credits should be submitted individually under the Professional Development: Continuing Education (Instructor Led) category.

1. Go into your *Recertification Application*
2. Find *Professional Development: Continuing Education (Instructor Led)* heading.
3. Click on the *Add Activity* button, to the right.
4. Then a new form will open for you to complete and you can select activity type.
5. Toward the bottom of the form, you will find the field where you can indicate the *Specified*
Credit type, and request *Business/Global/California* credits.
6. Click *Next* and follow the prompts to attest and submit the activity.
7. You should see it reflected in the number of hours submitted at the top of the page.

The balance of the conference hours should be submitted together as general credit. Again, submit as a self-reporting continuing education activity. Enter all the information manually. The amount entered should be the balance of the conference time when the time spent in the business sessions is subtracted.

If you have questions about earning credit hours for these activities, please contact HRCI directly at recertification@hrci.org