

AMERICAN PAYROLL ASSOCIATION

31ST Annual
Educational Institutions Payroll Conference

EIPPC

November 5-8, 2017

New Orleans, LA

InterContinental New Orleans

Uncover unique solutions to complex payroll issues facing institutions of higher education.



www.AmericanPayroll.org

Earn up to 19 RCHs, 1.9 CEUs, or 19 CPE credits.

EIPC

LEARNING OBJECTIVES

- Identify nonresident alien student and faculty reporting requirements
- Understand how process improvements can improve your payroll operation
- Interpret the IRS' requirements for unique fringe benefits provided by colleges and universities
- Be prepared for a U.S. Department of Labor audit



EIPC is the most useful conference available to a payroll professional working in higher education. The concepts being taught, such as vital information concerning nonresident aliens, are only outweighed by the peer contacts you establish.



Frank Taylor

Assistant Comptroller
University of Maryland,
College Park





AGENDA

Sunday, November 5

- 1:00 p.m. – 6:00 p.m. **Registration**
- 2:00 p.m. – 3:30 p.m. **Pre-Conference Session 1**
- 3:30 p.m. – 4:00 p.m. **Refreshment Break**
- 4:00 p.m. – 5:30 p.m. **Pre-Conference Session 2**
- 6:00 p.m. – 7:30 p.m. **Cocktail Reception and Dinner**
“Identify-U” Reunion

Monday, November 6

- 7:00 a.m. – 12:00 p.m. **Registration**
- 7:00 a.m. – 8:00 a.m. **Continental Breakfast**
- 8:00 a.m. – 10:00 a.m. **Opening General Session**
Welcome Remarks
Payroll Best Practices for Your Institution
- 10:00 a.m. – 10:30 a.m. **Refreshment Break**
- 10:30 a.m. – 12:00 p.m. **Workshop Session 1**
- 12:15 p.m. – 1:15 p.m. **Luncheon**
- 1:30 p.m. – 3:00 p.m. **Workshop Session 2**
- 3:00 p.m. – 3:15 p.m. **Refreshment Break**
- 3:15 p.m. – 4:45 p.m. **Workshop Session 3**

Tuesday, November 7

- 7:00 a.m. – 8:00 a.m. **Continental Breakfast**
- 8:00 a.m. – 9:30 a.m. **Workshop Session 4**
- 9:30 a.m. – 9:45 a.m. **Refreshment Break**
- 9:45 a.m. – 11:15 a.m. **Workshop Session 5**
- 11:30 a.m. – 1:15 p.m. **Luncheon**
Employers’ Responsibilities Under the Child Support Program
- 1:30 p.m. – 3:00 p.m. **Workshop Session 6**
- 3:00 p.m. – 3:15 p.m. **Refreshment Break**
- 3:15 p.m. – 4:45 p.m. **General Session**
Nonresident Alien Students and Others: Latest Developments

Wednesday, November 8

- 7:00 a.m. – 8:00 a.m. **Continental Breakfast**
- 8:00 a.m. – 9:30 a.m. **Workshop Session 7**
- 9:45 a.m. – 11:30 a.m. **Closing General Session**
Legislative Update and APA Lobbying



PRE-CONFERENCE SESSIONS

Sunday

2:00 p.m. – 3:30 p.m.

PRE-CONFERENCE SESSION 1

How Virtual Faculty Must Be Taxed

10201 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

When a faculty member or a recruiter works in a state other than where your institution is physically located, do you have the obligation to withhold that state's income tax? How would the proposed Mobile Workforce State Income Tax Simplification Act impact your obligation to withhold? In this session, learn the rules of nexus, residence, reciprocity, SUTA, and more.

Christine Ness, CPP

*Payroll Manager
University of San Diego*

James Medlock, CPP

*Education Advisor
American Payroll Association*

Payroll Fundamentals for Higher Ed

10202 FOS: Personnel/HR/1.5 CPE Credits/1.5 RCHs

Payroll may be payroll, but payroll is different in an institution of higher learning. In this workshop, you will learn the differences allowing you to become a more effective payroll professional for your institution.

Veronica A. Gonzales, MBA

*Sr. Accounting Director, Payroll
Central New Mexico Community College*

Karen Phillips

*Director, Payroll
Swarthmore College*

Robyn Diehm

*Assistant Controller, Tax and Payroll
University of North Carolina, Charlotte*

Sunday

4:00 p.m. – 5:30 p.m.

PRE-CONFERENCE SESSION 2

Nonresident Alien Students and Faculty, Basics

10401 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

In this session we will discuss the four "highways" of taxation – federal, state, social security/Medicare, and treaties. We will discuss how to determine tax residency of employees, how to classify income and source payments, and how to identify and document code- and treaty-based tax exemptions, including the special income tax and social security/Medicare rules for nonresident alien employees.

Terri Crowl

*Content/Compliance Specialist
Thomson Reuters*

Process Improvements

10402 FOS: Business Mgmt. & Organization/1.5 CPE Credits/1.5 RCHs

Process Improvement is the proactive task of identifying, analyzing, and improving upon existing processes within your payroll department. We will review payroll processes to see how best to optimize a process to meet new standards of quality. By creating detailed process maps, you will be able to identify and improve all of your current processes and improve efficiencies.

Cheryl Seifritz, CPP

*Director, Payroll
The Ohio State University*

Darrell Kozuch

*Sr. Director, Finance
University of Virginia*

GENERAL SESSIONS

Monday 8:00 a.m. – 8:15 a.m.

Welcome Remarks

Daniel Dycus, CPP
Sr. Director, Education Services
American Payroll Association

Monday 8:15 a.m. – 10:00 a.m.

Payroll Best Practices for Your Institution

20302 FOS: Business Mgmt. & Organization/1.5 CPE Credits/
1.5 RCHs

Do you have a mandate to improve your services while reducing costs? Are you struggling to ensure your institution's compliance while improving services and reducing costs? Our panelists from a large public institution, a recognized private institution, and a state university will share their struggles and experiences in making their institution's payroll department a leading organization.

Luanne Brown, CPP
Director, Payroll Services
Grand Valley State University

Jeffrey Jacob, CPA, CPP
Payroll Manager
Illinois State University

Lora Benson
Payroll Manager
Princeton University

Tuesday 11:30 a.m. – 1:15 p.m.

Employers' Responsibilities Under the Child Support Program

30501 FOS: Business Law/1.0 CPE Credit/1.0 RCH

Join us for highlights of the electronic services available to employers on OCSE's child support portal. Hear about electronic income withholding orders (e-IWO) and the employer services web application, which centralize and standardize information exchanges and help reduce the administrative burden on employers working with child support enforcement agencies.

Robyn Large
Employer Services Team
Federal Office of Child Support Enforcement

Tuesday 3:15 p.m. – 4:45 p.m.

Nonresident Alien Students and Others: Latest Developments

30801 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

In this session, we will share the latest developments in the nonresident alien payment arena. We'll look at what's new at the IRS, changes to the Individual Taxpayer Identification Number (ITIN) program, reporting and withholding updates, pending income tax treaties, withholding certificate and Form 1042-S updates, and more!

Terri Crowl
Content/Compliance Specialist
Thomson Reuters

Wednesday 9:45 a.m. – 11:30 a.m.

Legislative Update and APA Lobbying

40301 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

It's been a busy year for payroll, from tax reform to ACA repeal and replace legislative efforts, new state laws, to continuing initiatives to further standardize state child support and wage garnishment procedures. Come hear how APA's lobbying staff and Government Relations Task Force have made sure the payroll agenda is taken seriously as these issues and more unfolded.

Daniel Dycus, CPP
Sr. Director, Education Services
American Payroll Association

Michael O'Toole, Esq.
Sr. Director, Publications, Education, and Govt. Relations
American Payroll Association

CONFERENCE SESSIONS

Monday 10:30 a.m. – 12:00 p.m. WORKSHOP SESSION 1

Correcting the W-2: From W-2c to 941-X and More

20501 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

No matter how hard we work at year-end, there will likely be a W-2 form that needs correction for various reasons. Unfortunately, a paycheck was not given out. Incorrect withholding was collected on an off-cycle payment. The wrong name or social security number was listed. You will learn how to complete a Form W-2c and prepare the journal entries, and when to use the Form 941-X as well as other affected forms.

Daniel Dycus, CPP

*Sr. Director, Education Services
American Payroll Association*

Fringe Benefits, Part 1

20502 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

This workshop explores employer-provided fringe benefits that can be excluded from income under IRC Sec. 132, plus the rules governing awards, prizes, and moving expenses. We will also discuss the controversies over cash gifts, gift cards, and gift certificates using real life examples to keep your organization compliant.

Robyn Diehm

*Assistant Controller, Tax and Payroll
University of North Carolina, Charlotte*

Project Management and the Successful Project

20503 FOS: Business Mgmt. & Organization/1.5 CPE Credits/
1.5 RCHs

Many institutions are in the process of implementing new payroll and HR systems. This workshop will help you understand the basics of project management, the tools that a project manager has at their disposal, and what you can do to make your project a success.

Jeffrey Hill, Ph.D., CPP

*Payroll Solutions Architect
Sierra-Cedar, Inc.*

Monday 1:30 p.m. – 3:00 p.m. WORKSHOP SESSION 2

Are Your Institution's Retirement Plans Consistent?

20701 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

Helping employees invest in their financial future is important to your university and to your employees. As a result of research and review on this topic, we will share what you need to take into account so you can suggest changes to improve the retirement investing experience at your school.

David King

*Retirement and Financial Wellness Manager
University of Virginia*

Darrell Kozuch

*Sr. Director, Finance
University of Virginia*

Ensuring Your Forms 1042 and 1042-S Are Completed Correctly

20702 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

This workshop discusses how to complete and submit your Form 1042-S information returns and 1042 tax return. Topics include who must file the forms and what information must be reported on the forms, including how to determine the 1042-S Income Codes, when the forms are due, how to request extensions of time to file, how to make corrections, FATCA's impact on these forms, and more!

Terri Crowl

*Content/Compliance Specialist
Thomson Reuters*

Organizing Your Payroll Department

20703 FOS: Business Mgmt. & Organization/1.5 CPE Credits/
1.5 RCHs

How should you organize your payroll department? Come to this session to learn what to consider when planning the organization of your payroll office. Learn how other institutions are using full-time equivalent (FTE) employees, processes, software, and outsourcing to work most efficiently in the changing environment called "payroll services." Bring your ideas, too, and let's make this session interactive!

Nancy Hinchcliff, CPA

*Assistant VP, HR Payroll Management
Temple University, Philadelphia*

Karen Phillips

*Director, Payroll
Swarthmore College*

Monday 3:15 p.m. – 4:45 p.m.
WORKSHOP SESSION 3

Nonresident Alien Students and Faculty, Advanced

20901 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

This session will address advanced issues in making payments to foreign nationals, such as how to identify the true beneficial owner of income, the importance of proper classification of income, dealing with agents and central withholding agreements for performing artists and athletes, directed withholding letters from the IRS, and payments of various types to non-U.S. business entities and more!

Terri Crowl
Content/Compliance Specialist
Thomson Reuters

Telling Your Story With Metrics and Analytics

20902 FOS: Business Mgmt. & Organization/1.5 CPE Credits/
 1.5 RCHs

Telling your story with metrics and analytics will provide insights into your payroll operation. In this session, we will explore the use of metrics in helping you evaluate performance, predict outcomes, promote and demonstrate your value, and persuade behavioral change.

Jeffrey Jacob, CPA, CPP
Payroll Manager
Illinois State University

Wages Owed to Deceased Employees

20903 FOS: Business Law/1.5 CPE Credits/1.5 RCHs

When the unfortunate event occurs, is your institution prepared to process payments owed to a deceased employee? Payroll, accounts payable, benefits, and HR need to interact to ensure payments are processed timely and in accordance with federal and state rules. We'll walk through the process, discuss federal and state tax rules, and talk about how state probate laws impact the payment.

James Medlock, CPP
Education Advisor
American Payroll Association

Cheryl Seifritz, CPP
Director, Payroll
The Ohio State University

Tuesday 8:00 a.m. – 9:30 a.m.
WORKSHOP SESSION 4

Auditing Your Payroll Processes

30201 FOS: Auditing/1.5 CPE Credits/1.5 RCHs

What are some of your payroll processing problem areas and what should you be concerned about? In this session we will discuss how to prepare for both internal and external audits. We will also discuss what processes, procedures, and controls you should have in place.

Veronica A. Gonzales, MBA
Sr. Accounting Director, Payroll
Central New Mexico Community College

Cheryl Seifritz, CPP
Director, Payroll
The Ohio State University

Business Continuity

30202 FOS: Business Mgmt. & Organization/1.5 CPE Credits/
 1.5 RCHs

No one wants or expects a disaster, but it is important that we are prepared to take appropriate actions to protect everyone on the campus. This session explores the importance of taking steps to minimize damage to the extent we can, resuming operations as quickly as possible, and learning the concepts necessary to build and test a good recovery and business continuity plan.

Robyn Diehm
Assistant Controller, Tax and Payroll
University of North Carolina, Charlotte

Nancy Hinchcliff, CPA
Assistant VP, HR Payroll Management
Temple University, Philadelphia

Technology and Payroll at Your Institution

30203 FOS: Information Technology/1.5 CPE Credits/1.5 RCHs

Business processes are incorporating new technologies at every turn. Payroll is no different. Technology is changing the way institutions do their own payroll and the way consultants do payroll for them. Explore the top trends and benefits of implementing new technologies.

Jeffrey Jacob, CPA, CPP
Payroll Manager
Illinois State University

Lora Benson
Payroll Manager
Princeton University

Tuesday 9:45 a.m. – 11:15 a.m.
WORKSHOP SESSION 5

DOL Audits: Be a Survivor

30401 FOS: Business Law/1.5 CPE Credits/1.5 RCHs

In higher ed, do you pay tipped employees? Do you know how to pay overtime to a tipped employee? Do you offer comp time? Do you pay overtime correctly to non-tipped employees? Do you round punches? Do you round meal periods? This presentation will address how to approach these questions in order to survive a U.S. Department of Labor audit.

Phil Turke, CPP
Director, Payroll
Cornell University

Payroll People Management at Your Institution

30402 FOS: Personnel/HR/1.5 CPE Credits/1.5 RCHs

Managing payroll people can be challenging and rewarding all at the same time. Some people are highly motivated, intelligent workers who are easy to manage while others need extra direction. This workshop will explore people and change-management techniques while providing real-life practical experiences from a higher education institution for new and experienced managers.

Robyn Diehm
Assistant Controller, Tax and Payroll
University of North Carolina, Charlotte

White Collar Exemptions and Overtime

30403 FOS: Business Law/1.5 CPE Credits/1.5 RCHs

Leading up to 12/1/16, employers were finalizing their plans to implement the increase in the “white collar” salary level to \$913 per week (from \$455). But then, a federal district court judge blocked the change just eight days before the effective date. At this session, we’ll discuss the current status of the white collar rules, prospects for the future, and how your institutions reacted.

James Medlock, CPP
Education Advisor
American Payroll Association

Michael O’Toole, Esq.
Sr. Director, Publications, Education, and Govt. Relations
American Payroll Association

Tuesday 1:30 p.m. – 3:00 p.m.
WORKSHOP SESSION 6

Employee or Independent Contractor: How to Make the Decision

30601 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

In this session learn how to reduce your employer’s exposure to the consequences of an independent contractor tax audit. You will learn the nuances of the common law rule, reasonable basis test and find out how recent legislative changes and court rulings are impacting reviews of employee/independent contractor status.

Michael O’Toole, Esq.
Sr. Director, Publications, Education, and Govt. Relations
American Payroll Association

Fringe Benefits, Part 2

30602 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

Join us for an overview of several popular but confusing fringe benefits. This workshop includes the most recent changes to educational and adoption assistance, plus group-term life insurance, and dependent care. You do not need to attend Fringe Benefits, Part 1 to attend this session.

Darrell Kozuch
Sr. Director, Finance
University of Virginia

Payroll Accounting

30603 FOS: Accounting/1.5 CPE Credits/1.5 RCHs

Accounting is often the dreaded part of the payroll process. Yet, payroll information is critical for feeding the general ledger and cost distribution systems, and creating management reports and financial statements in every institution. We’ll discuss terminology, journal entries, accruals, reconciliations, and audits and show their effect on the financial system of your institution.

Veronica A. Gonzales, MBA
Sr. Accounting Director, Payroll
Central New Mexico Community College

Daniel Dycus, CPP
Sr. Director, Education Services
American Payroll Association



Wednesday 8:00 a.m. – 9:30 a.m.
WORKSHOP SESSION 7

Overpayments: What Do They Require?

40201 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

Join us to learn how to handle a payroll receivable when an employee repays in the current year vs. a repayment of a prior year's overpayment. We'll review the necessary tax forms that must be prepared, information provided to the employee, the employee's consent to claim a refund of social security and Medicare taxes, and when we can deduct the overpayment from the employee's wages.

James Medlock, CPP
Education Advisor
American Payroll Association

Payroll Leadership in the University

40202 FOS: Personal Development/1.5 CPE Credits/1.5 RCHs

What is an effective leader? Leading and managing payroll is a business-critical activity. In this session we will explore the different traits and styles of effective leadership and when each is appropriate. We will also look at how the different styles and traits may need to be modified in order to be effective with the various generations working in the workplace today.

Darrell Kozuch
Sr. Director, Finance
University of Virginia

Unusual Payments: How Are They Reported?

40203 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

How do you manage unusual payments to graduate students, faculty, and undergraduates to ensure taxation and reporting compliance? During this session we'll discuss the controls and processes for each type of payment.

Nancy Hinchcliff, CPA
Assistant VP, HR Payroll Management
Temple University, Philadelphia

Veronica A. Gonzales, MBA
Sr. Accounting Director, Payroll
Central New Mexico Community College

31st Annual Educational Institutions Payroll Conference – Registration Form

Select your workshops online following the instructions that will be emailed to you shortly after registering.

Register online: www.americanpayroll.org/EIPC-register.html

1	– Registrant Information –
<input type="checkbox"/> I am an APA MEMBER\$1,195 Member's ID #: _____ (Update your contact information at www.americanpayroll.org)	
<input type="checkbox"/> I am a COLLEAGUE of an APA MEMBER (at the same street address)\$1,300 Colleague's ID #: _____ Member's Name: _____ Member's ID #: _____	
<input type="checkbox"/> I am NOT an APA Member or Colleague\$1,425 <input type="checkbox"/> I would like to join APA at this time AND register for the conference at the special APA member Price\$1,449 Conference registration fee (member rate)\$1,195 One-Year Annual Membership Dues*\$219 One-Time Enrollment Fee\$35 <p style="text-align: right;">TOTAL \$1,449</p>	
<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. Name: _____ Title: _____ Organization: _____ Street Address: _____ City: _____ State/Province: _____ Country: _____ Zip + 4-digit/Postal Code: _____ Phone: _____ (Area/Country Code) Fax: _____ (Area/Country Code) Email: _____ (For official APA communications, registration confirmations, <i>Payroll Currently</i> , PAYTECH-Digital, and PAYTECHonline)	
Please indicate if you are: <input type="checkbox"/> CPA <input type="checkbox"/> PA (For NASBA reporting purposes.) Needed for New Member Enrollment: Birth date: ____/____/____	
All Attendees Please Complete This Section In case of emergency, contact: Name: _____ Relation to Attendee: _____ Daytime Phone: _____ Evening Phone: _____	
Special Dietary Request: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Gluten-Free <input type="checkbox"/> Kosher <input type="checkbox"/> Peanut Allergy <input type="checkbox"/> Dairy Allergy	

* Dues are subject to change without notice and are nonrefundable. Membership is on an individual basis; corporate memberships are not available. Members of the American Payroll Association receive PAYTECH magazine as part of their annual dues of \$219, \$50 of which is allocated for their subscription to PAYTECH, which is nonrefundable therefrom. 100% of membership dues are deductible as an ordinary business expense.

Have you ever:

Purchased something from the APA? Yes No
 Had a membership with the APA? Yes No
 If yes, what name was it under? _____
 What was the company name? _____

LAST UPDATED 09/14/17

EMT: 9 V

2	– Payment Options –
Payment in U.S. dollars must accompany registration form. Currency Converter: www.americanpayroll.org	
Three Enrollment Options: <input type="checkbox"/> Online <input type="checkbox"/> Fax <input type="checkbox"/> Mail www.americanpayroll.org/EIPC-register.html (210) 224-6038 To address below	
I authorize APA to charge my: <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Card #: _____ Exp. Date: _____ CVV Code: _____ Card is: (check one) <input type="checkbox"/> Corporate <input type="checkbox"/> Personal Name on Credit Card: _____ Signature of Cardholder: _____	
<input type="checkbox"/> Make check payable and mail to: <p style="text-align: center;">API Fund for Payroll Education, Inc. c/o American Payroll Association 660 North Main Avenue, Suite 100 • San Antonio, TX 78205-1217</p>	
<input type="checkbox"/> Purchase Order #: _____ (for government agencies/universities only)	
If you require special services, please call Membership Services at (210) 224-6406, M-F, 8 a.m. – 6 p.m. CT, at least 21 days in advance of the event.	

REGISTRATION FEES: Fees include refreshment break, cocktail reception, and dinner on Sunday, November 5; continental breakfast, refreshment breaks, and lunch on Monday, November 6, and Tuesday, November 7; and continental breakfast and refreshment break on Wednesday, November 8.

SPECIAL SERVICES: If you have a disability and require special services, please contact APA at (210) 224-6406, M-F, 8:00 a.m. – 6:00 p.m. CT, at least 14 days in advance to discuss how we may assist you.

KOSHER AND ONSITE MEAL REQUESTS: By requesting a kosher meal and indicating the meal functions you will be attending, you confirm that you will be eating your special request meal purchased by APA on your behalf. There is no additional charge for the kosher meal(s) unless you elect not to eat it, fail to pick up the special request meal, or eat a regular attendee meal in its place. In any of these instances, you will be invoiced \$50.00 for each individual kosher meal that you ordered. Vegetarian, gluten-free, and kosher meals will be limited onsite. If one is not selected at the time of registration, it will not be honored onsite.

HOTEL ACCOMMODATIONS: Room reservations and hotel arrangements are the responsibility of the individual. APA has reserved a room block at InterContinental New Orleans, 444 St. Charles Avenue, New Orleans, LA 70130. Reservations: (800) 439-4745. Room rates: \$179 per night for single/double occupancy. Taxes are applicable. Room rates are available three days pre-and post-event based on availability. These special rates are available until October 13, 2017. When making your reservations, please reference EIPC. After October 13, 2017, reservations will be accepted on a space available basis at the hotel's prevailing rate. All reservations must be guaranteed with payment for the first night. Cancellations without penalty must be made 48 hours prior to your arrival. Check-in time is 4:00 p.m.; check-out time is 12:00 p.m.

SUBSTITUTIONS: For each transfer/substitution, there is a \$45 administrative fee. Please notify APA by letter or by fax at (210) 224-6038, if a participant substitution is needed with the following information: conference name; original registrant's name; new (substitution) registrant's name; title; company name; full street address; and phone number. Substitution registrants become ineligible for refunds. If you cannot attend the conference, you must notify APA of your cancellation prior to the dates of the conference. See cancellation policy.

CANCELLATIONS: Written requests received seven business days prior – full refund; four to six business days prior – refund less \$50 service charge; fewer than four business days prior – APA credit will be issued less \$100 and will be valid for one year from the date of issue. Cancellations the day of the program or after the program dates are nonrefundable and noncredited. Refunds will be made in original form of payment. APA regrets that refunds will not be given for no-shows.

CONTINUING PROFESSIONAL EDUCATION: The American Payroll Association is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org. The American Payroll Association's CPE sponsor identification number with NASBA is 103152.

The APA will make every effort to resolve complaints regarding NASBA compliance within a reasonable amount of time and in a confidential manner. A formal complaint must be submitted in writing and must set forth a statement of the facts and the specific remedy sought. Submit complaints to: American Payroll Association, Attn: Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. Certification: (210) 226-4600.

CONTINUING EDUCATION CREDIT: Educational Institutions Payroll Conference participants earn up to 19 RCHs, 1.9 CEUs, or 19 CPE credits. No prerequisites or advance preparation required. Course level: Overview. Delivery method: Group-live. See individual descriptions for Field of Study (FOS).

CONFERENCE DRESS CODE

Sunday Evening: Wear something from your school to the "Identify-U" Reunion
 Sunday – Wednesday: Business casual – A jacket or sweater is recommended, as temperatures vary in the conference rooms.
CONSENT TO USE YOUR PHOTOGRAPH AND CONTACT INFO: By registering for this program, you are granting official conference photographers permission to photograph you and publish photos in APA publications, social media, and marketing materials. In addition, by attending or speaking at this conference, you are granting APA permission to make your contact information available to our sponsor who may choose to market their products and services to you via email, fax, telephone, mail, or other means.

For Office Use Only:	Date: _____	Order #: _____	Batch #: _____	Group#: _____	Check #: _____	C/P: _____	Total: \$ _____	Event Code: 17EIPCON
----------------------	-------------	----------------	----------------	---------------	----------------	------------	-----------------	----------------------