



American Payroll Association — The Nation's Leader in Payroll Education

25th Annual

*Improve disaster recovery with effective
business continuity planning*

Educational Institutions Payroll Conference

“The issues explored at this conference are extremely informative and relevant to the payroll functions of educational institutions.”

—Genevieve Nugent
Executive Director
Payroll & Accounts Payable
University of Miami



Network with your peers and learn what payroll best practices are used at colleges and universities across the nation.

Learning Objectives:

- Be prepared for the next disaster by developing a business continuity plan
- Find out the latest on the use of E-Verify in the educational community
- Learn how leading institutions are implementing shared services organizations
- Learn your institution's reporting requirements for nonresident alien students

October 30 – November 2, 2011
Buena Vista Palace Hotel
Lake Buena Vista, FL

Earn up to 19 RCHs, 1.9 CEUs, or 23 CPE credits
Fields of Study include: Taxes, Business Law, and Business Mgmt. & Org.

Program Sponsor:

skylight financial

a NetSpend Company

Register online at offers.americanpayroll.org/EIPC

Agenda

Sunday, October 30

- 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, October 31

- 7:30 a.m. – 8:00 a.m.** Continental Breakfast with Sponsor
7:30 a.m. – 12:00 p.m. Registration
8:00 a.m. – 10:00 a.m. Opening General Session
Welcome and Introductory Remarks
Pat Corturillo, CPP
Director, Payroll Services
Baldwin-Wallace College
The Effect of APA’s Lobbying Efforts on Higher Education Payroll Compliance
Michael O’Toole, Esq.
Sr. Director, Publications, Education & Government Relations
American Payroll Association
10:00 a.m. – 10:30 a.m. Refreshment Break with Sponsor
10:30 a.m. – 12:00 p.m. Workshop Session 1
12:15 p.m. – 1:30 p.m. Networking Luncheon
1:30 p.m. – 3:00 p.m. Workshop Session 2
3:00 p.m. – 3:30 p.m. Refreshment Break with Sponsor
3:30 p.m. – 5:00 p.m. Workshop Session 3
Evening at Leisure

Tuesday, November 1

- 7:30 a.m. – 8:00 a.m.** Continental Breakfast with Sponsor
8:00 a.m. – 9:45 a.m. General Session
Scholarships and Fellowships: Find Out What You Need to Know to Ensure Compliance
Paula Singer, Esq.
Chair
Windstar Technologies, Inc.
9:45 a.m. – 10:15 a.m. Refreshment Break with Sponsor
10:15 a.m. – 11:45 a.m. Workshop Session 4
12:00 p.m. – 1:30 p.m. Luncheon
DHS: Higher Education Use of E-Verify
Yvette LaGonterie
Chief, Outreach - Verification Division
U.S. Citizenship & Immigration Service
1:45 p.m. – 3:15 p.m. Workshop Session 5
3:15 p.m. – 3:45 p.m. Refreshment Break with Sponsor
3:45 p.m. – 5:15 p.m. Workshop Session 6
Evening at Leisure

Wednesday, November 2

- 7:30 a.m. – 8:00 a.m.** Continental Breakfast with Sponsor
8:00 a.m. – 9:30 a.m. Workshop Session 7
9:45 a.m. – 11:30 a.m. Closing General Session
OCSE: Child Support Update
Sherri Grigsby
Manager, Employee Services Team
Federal Office of Child Support Enforcement
Door Prizes - Must be present to win!

Important Conference Details

REGISTRATION FEES: Fees include refreshment break, cocktail reception, and dinner on Sunday, October 30; continental breakfast, coffee and refreshment breaks, and lunch on Monday, October 31, and Tuesday, November 1; and continental breakfast on Wednesday, November 2. Registration with payment must be received at least five business days in advance of the conference to guarantee your registration. If you have not received a confirmation e-mail one week prior to the conference, please call APA at (210) 224-6406, M-F, 8:00 a.m. - 6:00 p.m. CT, to confirm your registration. We reserve the right to limit enrollment to ensure that published objectives will be achieved.

SPECIAL SERVICES: If you have special dietary needs or 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.

HOTEL ACCOMMODATIONS: Room reservations and hotel arrangements are the responsibility of the individual. APA has reserved a room block at the Buena Vista Palace Hotel & Spa at the rate of \$109 single/double occupancy. These special rates are available until October 8, 2011. When making your reservations, please ask for the American Payroll Association’s group rates. After October 8, 2011, 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 p.m.; check-out time is 11 a.m.

Hotel Information: Buena Vista Palace Hotel & Spa • 1900 Buena Vista Drive • Lake Buena Vista, FL 32830
Reservations: 866-397-6516 • Phone: (407) 827-2727 • Fax: (407) 827-6034

TRAVEL INFORMATION: Air transportation – APA has negotiated with Delta Airlines to offer a 2%-7% discount on qualifying airfares. To book your ticket and receive the discount, contact Delta at (800) 328-1111. Refer to Ticket Designator number NM7X8. **Ground transportation** – Mears Motor Shuttle is pleased to offer EIPC attendees a discount towards their round-trip transportation needs between the Orlando International Airport and their

hotel. Book your reservation online at <http://bitly/EIPCshuttle>. Download a coupon for \$3.00 off the round trip price at <http://bitly/EIPCcoupon>.

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 \$100 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. A check will be mailed to you for refunds; no refunds will be made directly to your credit card account. 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 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: Director of Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. Director

of Certification: (210) 226-4600.

No prerequisites or advance preparation required. Course level: Overview. Delivery method: Group-live.

Continuing Education Credit
Educational Institutions Payroll Conference participants earn up to 19 RCHs, 1.9 CEUs, or 23 CPE credits.

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.

Visit Our Sponsor

skylight financial

a NetSpend Company

www.skylightfinancial.com

Skylight Financial, a NetSpend® company, is an industry leader focused on providing payroll solutions that lead companies to a 100% paperless payday. Programs are customized, easily implemented, and require no additional software. Skylight Financial serves numerous marquee clients, including a large number of Fortune 100 companies.

25th Annual Educational Institutions Payroll Conference Agenda*

PRE-CONFERENCE SESSIONS

Please select one workshop in each session and mark the appropriate boxes on the Registration Form.

Exempt vs. Nonexempt Employees: Wage & Hour Issues in Higher Education

10101 Sunday, 2:00 p.m. – 3:30 p.m., Pre-Conference Session 1

Field of Study: Business Law/1.5 CPE credits

Michael O'Toole, Esq.

Sr. Director, Publications, Education, & Government Relations
American Payroll Association

Did "white collar" FLSA exemption regulation overhauls in recent years make the exempt/nonexempt classification process any easier? Discover the problems they have caused and what to look for when making the determination. Also, see how the courts and DOL interpret the rules and how a new recordkeeping proposal would require employers to provide support for their classification decisions.

Introduction to Nonresident Alien Payments

10102 Sunday, 2:00 p.m. – 3:30 p.m., Pre-Conference Session 1

Field of Study: Taxes/1.5 CPE credits

Paula Singer, Esq.

Chair
Windstar Technologies, Inc.

Terri Crowl

Senior Product Support Analyst
Windstar Technologies, Inc.

This session begins with overviews of the four "highways" of taxation – federal, state, Social Security/Medicare, and treaties. It continues with explanations of how to determine tax residency of employees; how to classify income and source payments, and how to identify and document tax and treaty exemptions from tax including the special wage withholding and FICA rules for nonresident employees.

Business Continuity Planning for the Payroll Department

10201 Sunday, 4:00 p.m. – 5:30 p.m., Pre-Conference Session 2

Field of Study: Business Management & Organization/1.5 CPE credits

James Medlock, CPP

Director, Education
& Training
American Payroll Association

Pat Corturillo, CPP

Director, Payroll Services
Baldwin-Wallace College

A business continuity plan is a must for every organization. This workshop explores the importance and necessity of a business continuity plan and why it should be elevated to the top of your "to do" list. The focus is on disaster recovery planning to deal with the minor and major disruptions in today's business environment.

Customer Service in the Higher Education Payroll Department

10202 Sunday, 4:00 p.m. – 5:30 p.m., Pre-Conference Session 2

Field of Study: Communication/1.5 CPE credits

Darrell Kozuch

Assistant VP, Human Resources
University of Virginia

This workshop sets the stage for achieving exceptional customer service by helping you develop good communication, active listening, and media skills. Additionally, you'll get strategies for handling the types of customer contacts you are most likely to experience in payroll, such as dealing with the angry employee or delivering bad news.

Be prepared for the next disaster by developing a business continuity plan.

GENERAL SESSIONS

The Effect of APA's Lobbying Efforts on Higher Education Payroll Compliance

20201 Monday, 8:00 a.m. – 10:00 a.m.

Field of Study: Business Law/1.5 CPE credits

Michael O'Toole, Esq.

Sr. Director, Publications, Education & Government Relations
American Payroll Association

Learn how APA's Government Relations team and member volunteers work behind the scenes to reduce your burden and your institution's cost of compliance. Hear about APA's comments on the upcoming requirement to report the cost of employer-sponsored health insurance on Form W-2 and our efforts to guide Congress in payroll-related aspects of debt reduction legislation.

Scholarships and Fellowships: Find Out What You Need to Know to Ensure Compliance

30201 Tuesday, 8:00 a.m. – 9:45 a.m.

Field of Study: Business Law/2.0 CPE credits

Paula Singer, Esq.

Chair
Windstar Technologies, Inc.

Distinguishing between scholarship/fellowship income and compensation for services is challenging, and making that determination impacts both payment practices and tax requirements, especially when the recipients are nonresident aliens. This general session will offer essential insights into classifying and processing payments, and proper taxation and reporting for both U.S. and foreign students.

*Faculty and program are subject to change without notice.

25th Annual Educational Institutions Payroll Conference Agenda*

Luncheon with DHS: Higher Education Use of E-Verify

30401 Tuesday, 12:00 p.m. – 1:30 p.m.

Field of Study: Business Law/1.0 CPE credits

Yvette LaGonterie

Chief, Outreach – Verification Division
U.S. Citizenship & Immigration Services

This session outlines how to use E-Verify, a free, Internet-based system, to verify whether or not an employee is authorized to work in the U.S. under the Immigration Reform and Control Act of 1986. In addition to understanding E-Verify, you'll also learn what to do when faced with a data mismatch and how to protect employees' rights when using it.

Find out the latest on the use of E-Verify in the educational community.

CONFERENCE WORKSHOPS

Health Care Reform and Its Impact on Payroll

20301 Monday, 10:30 a.m. – 12:00 p.m., Session 1

40201 Wednesday, 8:00 a.m. – 9:30 a.m., Session 7

Field of Study: Taxes/1.5 CPE credits

James Medlock, CPP

Director, Education & Training
American Payroll Association

Payroll will be changing for years to come in response to the changes in health care law. We'll discuss W-2 reporting of employer-provided health care, whether over-the-counter drugs qualify under flexible spending arrangements, requirements for and taxability of covering adult children, the impending limit on FSA elections, the approaching Medicare tax increase on high wages, and much more.

How the FLSA Impacts Time and Attendance in the University Community

20302 Monday, 10:30 a.m. – 12:00 p.m., Session 1

Field of Study: Business Management & Organization/1.5 CPE credits

Pat Corturillo, CPP

Director, Payroll Services
Baldwin-Wallace College

This session explores the trends and benefits of automating time and attendance in the higher education environment to improve the accuracy of payroll as well as employee productivity and efficiency. Unlock the secrets to managing a diverse and widespread workforce, handling complex work and pay rules, and reducing the exposure to liabilities in FLSA, FMLA, and union compliance.

Making AP Payments to International Contractors

20303 Monday, 10:30 a.m. – 12:00 p.m., Session 1

Field of Study: Business Law/1.5 CPE credits

Jerri Langer

Principal
COKALA Tax Information Reporting Solutions

Learn how to identify foreign contractors, the rules for sourcing income, the paperwork required for substantiating exemptions from withholding, and Form 1042/1042-S processing. We'll also

OCSE: Child Support Update

40301 Wednesday, 9:45 a.m. – 11:30 a.m.

Field of Study: Business Law/2.0 CPE credits

Sherri Grigsby

Manager, Employee Services Team
Federal Office of Child Support Enforcement

Extra! Extra! Hear all about it! Improve the child support income withholding process for payroll professionals by revising the Income Withholding for Support form (IWO); automating the IWO process (e-IWO); developing a standard Verification of Employment Response Form; and implementing the Debt Inquiry Service to report lump sum payments.

cover some of the complexities arising in audits today: sourcing fees for entertainers; the CWA program; handling IRS requests to ignore a W-8BEN or 8233; paying by Pcard; and paying contractors with grant monies.

Fringe Benefits, Part 1

20501 Monday, 1:30 p.m. – 3:00 p.m., Session 2

Field of Study: Taxes/1.5 CPE credits

Darrell Kozuch

Assistant VP, Human Resources
University of Virginia

Starting with an essential overview on determining when benefits are taxable and why, this session will examine a number of fringes often encountered on campuses, including employer provided vehicles, cell phones, and other electronic equipment, as well as presidential housing and tickets to campus events. Also covered will be club memberships, employee discounts, and awards and prizes.

Immigration Issues in Payments for Goods and Services

20502 Monday, 1:30 p.m. – 3:00 p.m., Session 2

Field of Study: Taxes/1.5 CPE credits

Linda Dodd-Major, Esq.

Attorney at Law
Payroll Reporting Agents

IRS' selection of NRA compliance has focused new concern upon payments to foreign nationals. To help payers avoid discovering problems after it is too late to solve them, this presentation identifies and explains the chain of events that results in payments for goods, services, and/or expenses to foreign nationals, including early detection and resolution of immigration issues prior to payment.

Income Tax Treaties, Basic

20503 Monday, 1:30 p.m. – 3:00 p.m., Session 2

Field of Study: Taxes/1.5 CPE credits

Paula Singer, Esq.

Chair
Windstar Technologies, Inc.

Terri Crowl

Senior Product Support Analyst
Windstar Technologies, Inc.

The U.S. has income tax treaties with more than 60 countries. This workshop explains what tax treaties are; how they are organized, negotiated and amended; what the basic eligibility requirements are including how and when U.S. tax residency impacts benefits; how exemptions from withholding under treaties are claimed and reported; and where to look for additional resources about treaties.

Forms 1042 and 1042-S Processing

20601 Monday, 3:30 p.m. – 5:00 p.m., Session 3

Field of Study: Taxes/1.5 CPE credits

Terri Crowl

Senior Product Support Analyst
Windstar Technologies, Inc.

This workshop discusses how to complete and submit your Forms 1042-S information returns and 1042 tax return. Topics include who must submit forms and what information must be reported on the forms including how to determine Income Codes. The session will explain when forms are due, who must file electronically, how to request extensions of time to file, and how to make corrections.

I-9 Meets W-4: Critical Intersections Between Employment Eligibility Verification and Payment Functions

20602 Monday, 3:30 p.m. – 5:00 p.m., Session 3

Field of Study: Business Law/1.5 CPE credits

Linda Dodd-Major, Esq.

Attorney at Law
Payroll Reporting Agents

If payments to foreign nationals constitute compensation for U.S. services or cover expenses for U.S. activities, tax compliance involves collection, review, and generation of information and documents about the payees. This presentation focuses on identifying and coordinating key information and documents for compliance purposes once it's collected by a payer entity.

Shared Services in Higher Education

20603 Monday, 3:30 p.m. – 5:00 p.m., Session 3

Field of Study: Business Management & Organization/1.5 CPE credits

Darrell Kozuch

Assistant VP, Human
Resources
University of Virginia

Anne Broccoli

Director of Benefits
University of Virginia

Many organizations are moving toward shared services centers for their human resources and payroll functions. This workshop identifies advantages of moving to this model, as well as challenges and success factors. Learn how to staff shared services positions, establish service level agreements, and measure progress and success.

Fringe Benefits, Part 2

30301 Tuesday, 10:15 a.m. – 11:45 a.m., Session 4

Field of Study: Taxes/1.5 CPE credits

Darrell Kozuch

Assistant VP, Human Resources
University of Virginia

Join us for a regulatory and procedural overview of several popular, but confusing, fringe benefits, and helpful insights on these issues. This workshop also includes the most recent changes to educational and adoption assistance, tuition benefits at educational institutions, business travel and moving expenses, and providing dependent care benefits.



**Learn how leading institutions
are implementing shared services
organizations.**

NRA Withholding in Higher Education

30302 Tuesday, 10:15 a.m. – 11:45 a.m., Session 4

Field of Study: Taxes/1.5 CPE credits

Marianne Couch

Principal
COKALA Tax Information Reporting Solutions

Discover the tax reporting and withholding requirements applicable to payments made to visiting scholars, teachers researchers, and short-term visitors for services performed or activities conducted within the United States. Learn which withholding certificates are applicable in different situations, when to avoid the 30% U.S. tax withholding requirement, and how to apply "honorarium" rules.

Income Tax Treaties, Advanced

30303 Tuesday, 10:15 a.m. – 11:45 a.m., Session 4

Field of Study: Taxes/1.5 CPE credits

Paula Singer, Esq.

Chair
Windstar Technologies, Inc.

Terri Crowl

Senior Product Support Analyst
Windstar Technologies, Inc.

This workshop explores income tax treaties in detail, addressing the various types of treaty benefits and limitations. The various types of limitations will be discussed – who the payer must be; how U.S. presence is determined for benefit purposes; how long a benefit may last; and what happens if the benefit period or amount is exceeded. Samples of benefit and limitation language are included.

Checking Your 403(b) Plan for Compliance

30501 Tuesday, 1:45 p.m. – 3:15 p.m., Session 5

30601 Tuesday, 3:45 p.m. – 5:15 p.m., Session 6

Field of Study: Taxes/1.5 CPE credits

Robert Architect, Esq.

VP, Compliance & Market Strategy
VALIC

You want to ensure that your 403(b) plan is in compliance with the IRS's regulations as well as determining that you are ready to deal with the new examination issues arising from those regulations. We'll discuss not only these issues but also the latest IRS compliance and guidance activity that you need to know in order to check that your plan is in full compliance with IRS regulatory mandates.

*Faculty and program are subject to change without notice.



Discover what best practices are used by payroll professionals at colleges and universities.

Best Practices in Higher Education

30502 Tuesday, 1:45 p.m. – 3:15 p.m., Session 5
Field of Study: Business Management & Organization/1.5 CPE credits

Felicia Cheek
Director, Global Time-to-Pay Program
The Hackett Group

During this session we will look at key best practices that lead to an efficient and effective payroll organization. We will compare those practices that are leveraged by payroll organizations outside of higher education and their utilization percentage in higher education institutions. Where there are differences we will identify the structural factors that enable or prohibit utilization.

Time Management – Doing More With Less

30503 Tuesday, 1:45 p.m. – 3:15 p.m., Session 5
Field of Study: Personal Development/1.5 CPE credits

Darrell Kozuch
Assistant VP, Human Resources
University of Virginia

Anne Broccoli
Director of Benefits
University of Virginia

It's no secret that many of today's payroll professionals feel growing pressure to provide quality results under increasingly tight deadlines. Knowing how to manage time effectively is becoming a critical factor in overall career success. The key is developing a strategy to implement effective time management techniques. This is how you achieve maximum results from the time and energy you spend on each task.

Communicating Payroll Issues to Employees

30602 Tuesday, 3:45 p.m. – 5:15 p.m., Session 6
Field of Study: Communications/1.5 CPE credits

Anne Broccoli
Director of Benefits
University of Virginia

One of the biggest challenges a payroll department faces is helping employees understand payroll issues that affect their pay. This session will explore available tools to communicate payroll situations and events to employees in a timely and understandable manner. Techniques will be shared on using technology, new hire orientations, and other innovations to effectively communicate payroll issues.

Difficult Payroll Issues in Higher Education

30603 Tuesday, 3:45 p.m. – 5:15 p.m., Session 6
Field of Study: Taxes/1.5 CPE credits

Darrell Kozuch
Assistant VP, Human Resources
University of Virginia

In this interactive session, we will introduce some problems frequently found in college payrolls and ask for comments, questions, and additional issues from attendees. Among the topics we will discuss are state and local tax implications of remote employment (distance learning, telecommuting, research activities) and various payroll scheduling options based on the academic calendar year.

Student and Nonresident Alien Exceptions to FICA

40202 Wednesday, 8:00 a.m. – 9:30 a.m., Session 7
Field of Study: Taxes/1.5 CPE credits

Darrell Kozuch
Assistant VP, Human Resources
University of Virginia

This discussion will focus on the two primary exceptions to social security and Medicare (FICA) taxation uniquely applicable to students and international visitors at educational institutions. Included will be an analysis of the recent U.S. Supreme Court decision upholding IRS regulations disallowing the student exception for medical residents, as well as insights into applying both exceptions.

Using Payroll Cards in a University Environment

40203 Wednesday, 8:00 a.m. – 9:30 a.m., Session 7
Field of Study: Management Advisory Services/1.5 CPE credits

Patrick C. Brown
Sr. Vice President, Sales & Business Development
NetSpend/Skylight Financial

Jill Goebel
Senior Broadcast Leader,
Prepaid Products
Visa US

Payroll cards have gained mainstream acceptance from the higher education community and employees. Many employers have already recognized the benefits payroll cards offer — significant cost savings and happier employees. For employees, the payroll card offers convenience and security of their wages. We'll discuss best practices and program options for rolling out a payroll card program.

*Faculty and program are subject to change without notice.

25th Annual Educational Institutions Payroll Conference Registration Form

Online Registration: offers.americanpayroll.org/EIPC

Buena Vista Palace Hotel & Spa • 1900 Buena Vista Drive • Lake Buena Vista, FL 32830

Phone: (407) 827-2727 • Fax: (407) 827-6034 • Reservations: 866-397-6516

Select one workshop from each session.

Special Events (Please check all events you plan to attend.)

- 10301 Sunday Opening Cocktail Reception and Dinner
- 20101 Monday Continental Breakfast
- 20201 Monday Opening General Session
- 20401 Monday Networking Luncheon
- 30101 Tuesday Continental Breakfast
- 30201 Tuesday General Session
- 30401 Tuesday Luncheon with DHS
- 40101 Wednesday Continental Breakfast
- 40301 Wednesday Closing General Session

Pre-Conference – Sunday, October 30

Session 1 2:00 p.m. – 3:30 p.m.

- 10101 Exempt vs. Nonexempt Employees: Wage and Hour Issues in Higher Education
- 10102 Introduction to Nonresident Alien Payments

Session 2 4:00 p.m. – 5:30 p.m.

- 10201 Business Continuity Planning for the Payroll Department
- 10202 Customer Service in the Higher Education Payroll Department

Conference – Monday, October 31

Session 1 10:30 a.m. – 12:00 p.m.

- 20301 Health Care Reform and Its Impact on Payroll
- 20302 How the FLSA Impacts Time and Attendance in the University Community
- 20303 Making AP Payments to International Contractors

Session 2 1:30 p.m. – 3:00 p.m.

- 20501 Fringe Benefits, Part 1
- 20502 Immigration Issues in Payments for Goods and Services
- 20503 Income Tax Treaties, Basic

Session 3 3:30 p.m. – 5:00 p.m.

- 20601 Forms 1042 and 1042-S Processing
- 20602 I-9 Meets W-4: Critical Intersections Between Employment Eligibility Verification and Payment Functions
- 20603 Shared Services in Higher Education

Tuesday, November 1

Session 4 10:15 a.m. – 11:45 a.m.

- 30301 Fringe Benefits, Part 2
- 30302 NRA Withholding in Higher Education
- 30303 Income Tax Treaties, Advanced

Session 5 1:45 p.m. – 3:15 p.m.

- 30501 Checking Your 403(b) Plan for Compliance
- 30502 Best Practices in Higher Education
- 30503 Time Management – Doing More With Less

Session 6 3:30 p.m. – 5:00 p.m.

- 30601 Checking Your 403(b) Plan for Compliance
- 30602 Communicating Payroll Issues to Employees
- 30603 Difficult Payroll Issues in Higher Education

Wednesday, November 2

Session 7 8:00 a.m. – 9:30 a.m.

- 40201 Health Care Reform and Its Impact on Payroll
- 40202 Student and Nonresident Alien Exceptions to FICA
- 40203 Using Payroll Cards in a University Environment

1 Conference Registration (110415)

(Includes Pre-Conference and complete Conference registration.)

- I am an APA member \$ 1,019
Member's ID #: _____
(Update your contact information at www.americanpayroll.org)
- I am a COLLEAGUE of an APA member
(at the same street address) \$ 1,089
Colleague's ID #: _____
Member's Name: _____
Member's ID #: _____
- I am NOT an APA Member or Colleague \$ 1,219
- I would like to join APA at this time AND register for the
conference at the special APA member price \$ 1,273
Registration Fee \$ 1,019
One-Year Annual Membership Dues* \$ 219
One-Time Enrollment Fee \$ 35
Total \$ 1,273

Special Dietary Request:

- Vegetarian
- Gluten-Free
- Kosher

2 Registrant's Information

Name: Ms. Mr. _____

Title: _____

Organization: _____

Street Address: _____

City: _____

State/Province: _____ Country: _____

Zip + 4-digit/Postal Code: _____ + _____

Phone: _____ Fax: _____
(Area/Country Code) (Area/Country Code)

E-mail: _____
(For official APA communications, registration confirmations, Payroll Currently, and PAYTECHonline)

* 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.

Please indicate if you are: CPA PA (For NASBA reporting purposes.)

Needed for new member enrollment:

Birth date: _____ / _____ / _____

3 Payment Information

Payment in U.S. dollars must accompany registration form.
Currency Converter: www.americanpayroll.org

Three Enrollment Options:

- Online**
offers.americanpayroll.org/EIPC
- By Fax**
(210) 224-6038
- By Mail**
To address below

I authorize the API Fund for Payroll Education, Inc. to **CHARGE** my:

- 
- 
- 

Card #: _____

Exp. date: _____ Card is: (Check one) Corporate Personal

Name on credit card: _____

Signature of cardholder: _____

PURCHASE ORDER #: _____
(government agencies/universities only)

Make CHECK payable and mail to:
API Fund for Payroll Education, Inc. • c/o American Payroll Association
660 North Main Avenue, Suite 100 • San Antonio, TX 78205-1217

Questions? Call (210) 224-6406, 8:00 a.m. - 6:00 p.m. CT, Monday - Friday

4 All Attendees Please Complete This Section

In case of emergency, contact:

Name: _____

Relation to Attendee: _____

Daytime Phone: _____

Evening Phone: _____

Last updated: August 2011

EMT: MR/1/D

For Office Use Only: Date: _____ Order #: _____ Batch #: _____ Group#: _____
Check #: _____ C/P: _____ Total: \$ _____ Event Code: 110415