

AMERICAN PAYROLL ASSOCIATION



CONFERENCE

NEXT-GENERATION TRAINING THROUGH **FOUR** TRANSFORMATIONAL CERTIFICATE PROGRAMS

			NEW
Strategic Leadership Certificate Program	Managing Payroll Operations Across the Globe	Payroll OMG – Optimization, Management & Growth	Government/ Public Sector Payroll Certificate Program

EARN UP TO 15 RCHS, 1.5 CEUS, OR 17.5 CPE CREDITS.

SEPTEMBER 13 – 15, 2021 • LAS VEGAS, NV

MEET Las Vegas

AMERICAN
PAYROLL
ASSOCIATION

www.americanpayroll.org/PLC

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Keynote Speakers

OPENING GENERAL SESSION

Building Strong Boundaries for Leadership and Employee Success

Pegine

Motivational Speaker
Team Pegine, Inc.

Pegine takes you on a leadership roller coaster ride filled with professional and personal development twists and turns. During this interactive session, participants will understand the power of setting boundaries as leaders and employees, assess their boundaries and define what is working and what needs improvement, apply boundaries to and evaluate new responses, and laugh while learning memorable leadership skills "Pegine style."



1 RCH/1 CPE/FOS: Personal Development

CLOSING GENERAL SESSION

Surpassing Your Limits, Best Practices for Expanding the Role of the Payroll Leader

De Ann Doonan, CPP

Executive Director, Global Payroll
Maxim Integrated Products

Leaders across payroll organizations are expanding their roles, stepping into new areas, and sitting closer to their business partners. As you start your journey to the top and expand your role into one with an opportunity for decision-making, what best practices should you add to your portfolio? Join this session to learn more about the critical skills that will get you started and set you apart from the pack as a payroll leader.

1 RCH/1 CPE/FOS: Business Management and Organization

dailypay.

CONFERENCE SPONSOR

DailyPay, powered by its industry-leading technology platform, is building a new financial system to ensure that money is always in the right place at the right time for everyone. Our flagship on-demand pay technology platform enables employees to harness the power of their pay to pay bills on time and build savings for unexpected expenses before payday. Find out how our suite of products and services relieves the payroll burdens associated with on-demand pay, off-cycle pay, award administration, and helps catch wage payment errors.

DEVELOP NEW LEADERSHIP COMPETENCIES AND A FRESH PERSPECTIVE TO LEAD PEOPLE IN AN INCREASINGLY DYNAMIC WORLD.

NEW

Strategic Leadership Certificate Program

Gain insights, skills, and strategies to uncover the powerful leader within. Unleash your full potential.

Managing Payroll Operations Across the Globe

Explore how people, processes, and technology interconnect as you lead a global payroll operation.

Payroll OMG – Optimization, Management & Growth

Reduce cost, eliminate waste, and create a highly effective workforce.

Government/ Public Sector Payroll Certificate Program

Explore all the unique issues confronted by government/public sector payroll professionals.

Agenda

SUNDAY, SEPTEMBER 12

5:00 p.m. – 6:00 p.m.

Early Registration Check-in

5:30 p.m. – 7:00 p.m.

Networking Cocktail Reception

MONDAY, SEPTEMBER 13

7:30 a.m. – 8:30 a.m.

Registration

Breakfast

8:30 a.m. – 9:45 a.m.

Opening General Session

*Building Strong Boundaries for
Leadership and Employee Success*

Pegine

Keynote Speaker

9:45 a.m. – 10:00 a.m.

Break

10:00 a.m. – 12:00 p.m.

Session 1

12:00 p.m. – 1:15 p.m.

Networking Lunch

1:15 p.m. – 3:15 p.m.

Session 2

3:15 p.m. – 3:30 p.m.

Refreshment Break

3:30 p.m. – 5:00 p.m.

Session 3

TUESDAY, SEPTEMBER 14

8:00 a.m. – 8:30 a.m.

Breakfast

8:30 a.m. – 10:30 a.m.

Session 4

10:30 a.m. – 10:45 a.m.

Break

10:45 a.m. – 12:15 p.m.

Session 5

12:15 p.m. – 1:45 p.m.

Prism Awards Luncheon

1:45 p.m. – 3:15 p.m.

Session 6

3:15 p.m. – 3:45 p.m.

Refreshment Break

3:45 p.m. – 5:00 p.m.

Closing General Session

*Surpassing Your Limits, Best Practices
for Expanding the Role of the
Payroll Leader*

Dee Ann Doonan, CPP

Keynote Speaker

Door Prizes

WEDNESDAY, SEPTEMBER 15

8:00 a.m. – 8:30 a.m.

Breakfast

8:30 a.m. – 10:00 a.m.

Session 7

10:00 a.m. – 10:15 a.m.

Break

10:15 a.m. – 11:15 a.m.

Session 8

Payroll Leadership Conference participants earn up to 15 Recertification Credit Hours (RCH), 1.5 Continuing Education Credits (CEU), or 17.5 Continuing Professional Education (CPE) credits. See individual Certificate Programs for Field of Study (FOS).

STRATEGIC LEADERSHIP CERTIFICATE PROGRAM

The Strategic Leadership Certificate Program prepares participants with the insights, skills, and strategies to uncover the powerful leader within. This unique program focuses on many qualities of effective leaders including awareness of self and others, effective communication, and relationship building. Unleash your full potential.

Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE credits.
No prerequisites or advance preparation required.
Field of Study: Personal Development



PROGRAM OBJECTIVES

Understand the concept of leadership and the four distinct leadership styles

Align vision with organization goals

Build effective relationships with different personality types

Explore the eight-step decision making process

PROGRAM OUTLINE

Introducing Core Leadership Competencies

- Adapt your leadership style to improve effectiveness

The Value of the Vision

- Actions, beliefs, values, and organizational goals

Building and Maintaining Relationships

- Effective interpersonal relationships contribute to success

Communicating Effectively and Confidently

- Essential skills for career development

Leading the Team Through Change

- Generate alignment and commitment for success

Effective Decision-Making

- Develop processes which lead to better decisions

Delivering Results

- The desired objective of any business project

Understanding the Emotional Impact

- Manage emotions to achieve your goals

Interacting With Multiple Generations

- Engage the entire workforce

Leading Authentically

- Improve performance to build strong character

MANAGING PAYROLL OPERATIONS ACROSS THE GLOBE

Explore how people, processes, and technology interconnect as you lead a global payroll operation delivering timely payments and ensuring taxation and other compliance requirements are met. Dive into your company's payroll delivery model, the role of the governance committee, vendor management, data privacy, and providing sustainable business processes.

Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE credits.
No prerequisites or advance preparation required.
Field of Study: Business Management and Organization



PROGRAM OBJECTIVES

Provide solid business strategies to lead a world-class payroll operation	Discuss the importance of culture, diversity and inclusion initiatives, and leading remote global teams	Discuss the tools needed to create a robust compliance and control model	Identify continuous process improvements, business strategies, and how to best manage vendor relationships
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PROGRAM OUTLINE

Strategy and Governance

- Organizational strategy and goal alignment
- Organizational goals and objectives and the importance of technology
- Strategic direction for your global payroll operations
- Developing a strong governance model
- Creating your roadmap

Leadership Across the Globe

- Managing a global team
- Importance of culture
- Leveraging diversity and inclusion
- Keeping the team informed
- Change management

Compliance and Control

- Understanding compliance and control
- Environments influencing global payroll
- Risk and control management for global payroll
- Building a global payroll function that fosters compliance and control

Managing Payroll Operations

- Building the relationship: stakeholder education
- Standardization of processes and managing data
- Continuous process improvements
- Data analytics and reporting
- Vendor management

PAYROLL OMG – OPTIMIZATION, MANAGEMENT, & GROWTH

Reduce expenses by looking at all processes and how departments are connected. Payroll OMG will help professionals at every level in every department understand that if the paycheck were a product line, it would rank as one of the largest products at most organizations. Learn how to produce a perfect paycheck, reduce cost, eliminate waste, and create a highly effective workforce.



Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE credits.
No prerequisites or advance preparation required.
Field of Study: Management or Advisory Services

PROGRAM OBJECTIVES

Identify lean tools that will help support lean projects	Discuss lean history, methodology, and benefits	Highlight business processes and key concepts in process improvement	Demonstrate the value of the payroll department to other departments and how it affects the organization's bottom line
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PROGRAM OUTLINE

Delivery of the Perfect Paycheck

- Payroll errors
- Payroll cost

What Is Lean and

What Are the Benefits?

- Competitive positioning
- What is lean?
- Lean tools

Identifying and Defining the Business Process

- The need for change
- Improving a process

Role of Payroll Within the Organization

- Placing value on the workforce
- Role of a payroll department
- Empowering the payroll team
- Making the team strong

Automation of Payroll Process

- Production disruptions
- Understanding the data
- Cost of producing a paycheck
- Benefits of automation
- Managing complex and multiple pay rules
- Balancing labor and demand

NEW

GOVERNMENT/PUBLIC SECTOR PAYROLL CERTIFICATE PROGRAM

Explore all the unique issues confronted by government/public sector payroll professionals. Learn about the special Fair Labor Standards Act exceptions involved in exempt and non-exempt employees, comp time, police/fire exceptions, and much more. This program will explore the complex Section 218 taxation issue regarding social security and Medicare tax, and the pension options for state, local, and school districts.



Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE credits.

No prerequisites or advance preparation required.

Field of Study: Business Law = 6, Taxes = 7, Business Management and Organization = 2.5

PROGRAM OBJECTIVES

Explore the FLSA exceptions around government/public sector employees

Provide details on public sector employee taxation

Explore the various government retirement plans

Understand how metrics will help develop a payroll department

PROGRAM OUTLINE

The Fair Labor Standards Act and the Public Sector

- Exempt employees
- Nonexempt employees
- Compensable time for nonexempt employees

Government/Public Sector Employee Fringe Benefit Taxation

Employee Taxation in the Public Sector

- Social security and Medicare taxation
- Federal income tax issues

Government Retirement Plans

- State retirement plan (PERS) issues
- §401(a) pick-ups
- §457(b) and 403(b) plans
- Nonqualified deferred compensation plans

Deductions From Pay

- Public sector exemptions

Election Workers

State Unemployment Taxes in the Public Sector

- Direct reimbursement

Government Payroll Accounting and Auditing

- Fund and grant accounting
- Payroll auditing and internal controls

Payroll Management in the Public Sector

- Union issues and employee relations
- Process improvement, benchmarking, and metrics

Prism Awards

SHOWCASE YOUR OUTSTANDING DEPARTMENT

Organizations that have demonstrated improved business practices, shared services, and overall processes throughout the year will receive a Payroll or Shared Services Prism Award. Achieving such an award helps departments garner organization and industry-wide recognition and validates an organization's worth to company officials.

The Payroll Prism Awards will be presented to innovative departments that exhibit best practices in four categories: **Technology, Management, Processes,** or **Overall Best Practices.**

The Shared Services Prism Award will be given to one payroll or AP department that has demonstrated excellence in shared services.



RECIPIENTS OF THE 2020 PRISM AWARDS

CONFERENCE DETAILS

Conference Location:

MEET Las Vegas
233 S. 4th Street
Las Vegas, NV 89101
(702) 734-6338
www.meetlv.com

Hotel Accommodations:

Golden Nugget Hotel & Casino
129 East Fremont Street
Las Vegas, NV 89101
Reservations: (800) 331-5731

The Payroll Leaders Conference has reserved a block of guest rooms at the Golden Nugget Hotel & Casino at the rate of \$179.00 for Sunday, September 12, \$119 for Monday, September 13, and \$99 for Tuesday, September 14 single occupancy plus room taxes. The special rates are available until August 27, 2021. Room reservations and hotel arrangements at the Golden Nugget Hotel & Casino are the responsibility of the individual. Reservations can be made directly with the Golden Nugget Hotel & Casino by calling (800)331-5731. When calling in, attendees must mention the Group Code GSAPI21 to receive the group rate for the American Payroll Association Payroll Leaders Conference. Hotel reservations can also be made via APA's dedicated hotel website: <https://goldennugget.reztrip.com/ext/promoRate?property=1115&mode=b&pm=true&sr=657351&vr=3>.

After August 27, 2021, reservations will be accepted on a space-available basis and may be at the hotel's prevailing rate. All reservations must be guaranteed by a valid major credit card, which will need to be supplied at the time of the reservation. Any guaranteed reservation not canceled 72 hours prior to arrival will be subject to one night room and tax cancellation fee. Check in time is 3:00 p.m.; check out time is 11:00 a.m.

Dietary Requests and Special Services

Dietary Requests made within two weeks from the event start date cannot be guaranteed. By requesting a dietary meal and indicating the meal functions you will be attending, you confirm that you will be

eating your dietary meal purchased by APA on your behalf. There is no additional charge for the dietary meal(s) unless you elect not to eat it, fail to pick up the dietary meal, or eat a regular attendee meal in its place. In any of these instances, you will be invoiced \$50 for each dietary meal that you ordered. Dietary requests will be limited and will not be honored on-site. If you require special services, please call Customer Service at (210) 224-6406, M-F, 7 a.m. – 5 p.m. CT, at least 21 days in advance of the event.

Credit for Recertification and Continuing 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.NASBARegistry.org. The American Payroll Association's CPE sponsor identification number with NASBA is 103152. Payroll Leaders Conference participants earn up to 15 RCHs, 1.5 CEUs, or 17.5 CPE credits. No prerequisites or advance preparation required. Course level: Overview. Delivery method: Group-live. See individual descriptions for Field of Study (FOS).

CPE Complaint Resolution Policy: 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 CPE complaints to: American Payroll Association, Attn: Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. **Certification:** (210) 226-4600.

2021 Payroll Leaders Conference | Registration Form

Register online: www.americanpayroll.org/PLC

1	REGISTRATION
I would like to:	
<input type="checkbox"/> Register for ONE of the following Certificate Programs:	
<input type="checkbox"/> Strategic Leadership Certificate Program (21PAYLD1)	
<input type="checkbox"/> Managing Payroll Operations Across the Globe (21PAYLD2)	
<input type="checkbox"/> Payroll OMG – Optimization, Management, & Growth (21PAYLD3)	
<input type="checkbox"/> Government/Public Sector Payroll Certificate Program (21PAYLD4)	
<input type="checkbox"/> I am an APA MEMBER. ID# \$1,105	
<input type="checkbox"/> I am a COLLEAGUE of an APA Member (at the same street address) \$1,220	
Colleague's ID #: _____	
Member's Name: _____	
Member's ID #: _____	
<input type="checkbox"/> I would like to join APA now AND register at the member rate \$1,402	
Class Registration Fee at Member Rate \$1,105	
Annual Membership Dues* \$262	
One-Time Enrollment Fee \$35	
TOTAL \$1,402	
<input type="checkbox"/> I am not an APA Member or Colleague. ID# (if known)..... \$1,375	

2	REGISTRANT INFORMATION (please print)
Registrant's Primary Address	
Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> _____	
Title: _____	
Organization: _____	
Street Address: _____	
City: _____	
State/Province: _____ Country: _____	
Zip + 4-Digit/Postal Code: _____ + _____	
Phone: _____ Fax: _____	
<small>(Area/Country Code) (Area/Country Code)</small>	
Email: _____	
<small>(For official APA communications, registration confirmations, Payroll Currently, and PAYTECH-Digital)</small>	
Please indicate if you are: <input type="checkbox"/> CPA <input type="checkbox"/> PA (For NASBA reporting purposes)	
Special Dietary Request: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Gluten-free <input type="checkbox"/> Kosher	
<input type="checkbox"/> Vegan <input type="checkbox"/> Peanut Allergy <input type="checkbox"/> Dairy Allergy <input type="checkbox"/> Shellfish Allergy	
Special dietary requests received after August 30 cannot be guaranteed.	
Needed for new member enrollment	
Birth date: ____/____/____	
All Attendees Please Complete This Section.	
In case of emergency contact:	
Name: _____	
Relation to Attendee: _____	
Preferred Phone: _____	

3	PAYMENT INFORMATION
Payment in U.S. dollars must accompany registration form. Currency Converter: www.xe.com	
Three Enrollment Options:	
<input type="checkbox"/> Online <input type="checkbox"/> Fax <input type="checkbox"/> Mail	
www.americanpayroll.org/PLC (210) 224-6038 To address below	
<input type="checkbox"/> I authorize the API Fund for Payroll Education, Inc. to CHARGE my:	
<input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	
Card is: (check one) <input type="checkbox"/> Corporate <input type="checkbox"/> Personal	
Card #: _____	
Exp. Date: _____ CVV Code: _____	
Name on Credit Card: _____	
Signature of Cardholder: _____	
<input type="checkbox"/> Purchase Order #: _____ (for government agencies/universities only)	
<input type="checkbox"/> 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	
Phone: (210) 224-6406 • M–F, 7 a.m.–5 p.m. CT	
Email: apa@americanpayroll.org • Visit: www.americanpayroll.org	
<input type="checkbox"/> I agree to the policies found at bit.ly/APA-policies .	

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? _____

For all program information, visit: www.americanpayroll.org/PLC

*Dues are subject to change without notice and are nonrefundable. Membership is on an individual basis; corporate memberships are not available. An enrollment fee of \$35 is charged to all new members. 100% of APA membership dues are deductible as an ordinary business expense.

Last updated: August 2, 2021

EMT: 9V

For office use only:
Date: _____ Order #: _____ Batch #: _____
Group #: _____ Check #: _____ C/P: _____ Total: \$ _____