

AMERICAN PAYROLL ASSOCIATION

# PAYROLL LEADERS CONFERENCE

SEPTEMBER 12-14, 2022

PHILADELPHIA, PA

Next-generation training through four transformational certificate programs

WINNING  
COLLABORATIONS –  
BE THE  
STRATEGIC MVP  
IN YOUR THIRD-PARTY  
RELATIONSHIPS

STRATEGIC  
PAYROLL  
PRACTICES

PAYROLL  
SYSTEM  
SELECTION AND  
IMPLEMENTATION

ADVANCED  
GLOBAL PAYROLL  
MANAGEMENT  
CERTIFICATE  
PROGRAM

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

AMERICAN  
**PAYROLL**  
ASSOCIATION

[www.americanpayroll.org/PLC](http://www.americanpayroll.org/PLC)

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**dailypay.**



# KEYNOTE SPEAKERS

## OPENING GENERAL SESSION

### Create a “Yes, And” Experience!

**Avish Parashar**

*Motivational Improviser  
Avish Parashar Productions, Inc.*

We all know that having happy employees is a key to lower stress and other benefits. We also know that employees may – GASP! – come to us with requests, demands, and objections that are unexpected or unreasonable. While there are obvious barriers in the way of meeting these expectations, the real problem can be summed up in two simple words: “Yes, but.” In this high-energy, hilarious, and content-packed presentation, Avish will share ideas you can use to think differently. Learn to create a “Yes, And” experience to lead and communicate change, improve engagement and relationships, and unlock your own “inner improviser.”

**Earn up to 1.0 RCH, 0.10 CUE, or 1.0 CPE Credit. Field of Study: Business Management & Organization**

## CLOSING GENERAL SESSION

### Mergers and Acquisitions – Surviving and Thriving in a New World

**Stephanie Ernsting, CPP, CPA, CMA**

*Director, HR Shared Services  
Amcor Flexibles North America*

When you find out your company is getting bought, you likely will have many initial questions. “Will I have a job? Do I have to move? Should I update my resume?” Learn how to grow your mindset with different messages. “What a great opportunity! I will be trying something new. This will be a resume builder.” An experienced payroll professional will share her journey through mergers and acquisitions and how she changed her narrative when her company was being purchased by a competitor. She will share tips and tricks on how to thrive in the face of uncertainty during a merger or acquisition.

**Earn up to 1.0 RCH, 0.10 CUE, or 1.0 CPE Credit. Field of Study: Personal Development**

## CONFERENCE SPONSOR

# **dailypay.**

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.

### Winning Collaborations –

#### Be the Strategic MVP in Your Third-Party Relationships

Encourage long-term partnerships with your vendors using knowledge learned from in-depth discussions.

### Strategic Payroll Practices

Gain insightful perspectives on complex payroll taxation topics for guiding a payroll department.

### Payroll System Selection and Implementation

Learn the steps required to select the correct system or technology for your organization.

### Advanced Global Payroll Management Certificate Program

Dive deep into the comprehensive approach to the global payroll delivery model.

# AGENDA

## MONDAY, SEPTEMBER 12

7:30 a.m. – 8:30 a.m.

**Registration**

Breakfast

8:30 a.m. – 9:45 a.m.

### **OPENING GENERAL SESSION**

*Create a "Yes, And" Experience!*

**Avish Parashar**

*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 13

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. – 2:00 p.m.

**Prism Awards Luncheon**

2:00 p.m. – 3:30 p.m.

### **SESSION 6**

3:30 p.m. – 3:45 p.m.

Refreshment Break

3:45 p.m. – 5:00 p.m.

### **CLOSING GENERAL SESSION**

*Mergers and Acquisitions – Surviving and Thriving in a New World*

**Stephanie (Steph) Ernsting, CPP, CPA, CMA**

*Keynote Speaker*

**Door Prizes**

5:00 p.m. – 6:30 p.m.

### **NETWORKING COCKTAIL RECEPTION**

## WEDNESDAY, SEPTEMBER 14

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 programs for Fields of Study (FOS).

# WINNING COLLABORATIONS – BE THE STRATEGIC MVP IN YOUR THIRD-PARTY RELATIONSHIPS

Encourage long-term partnerships with your vendors using the knowledge learned from in-depth discussions on building the proper team, relationship management, contract negotiations, vendor scorecard, service level agreements, advisory boards, and much more!

Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE credits. Field of Study: Management Services

## PROGRAM OBJECTIVES

- Understand the risks, benefits, and alternatives of implementing new software
- Define the goal of the relationship with vendors and how to view them as partners in company operations
- Determine which metrics should be developed to ensure successful performance
- Identify best practices for contract management and service level agreements

## PROGRAM OUTLINE

### COMMUNICATING EFFECTIVELY AND CONFIDENTLY

- Communicating with confidence
  - ▶ How to establish your credibility
  - ▶ Conversing one-on-one
  - ▶ Listening until you really hear
  - ▶ Asking the right questions without being intrusive
  - ▶ Asking questions so people understand and remember what you say
  - ▶ Giving feedback and criticizing without crippling
  - ▶ Coaching or giving advice that someone can really use
  - ▶ Negotiating so everyone feels like a winner
- Communication mastery

- ▶ Different communication styles
- ▶ Working with virtual teams
- ▶ Communicating across cultures
- ▶ High-context vs. low-context
- ▶ Sequential vs. synchronic
- ▶ Affective vs. neutral
- ▶ Communicating as a global leader
- ▶ Culture and communication styles

### THE ART OF NEGOTIATION

- Definition of negotiation
- Getting ready to negotiate
  - ▶ Knowing your counterpart
- Styles of negotiation
  - ▶ Creating win-win deals
- Mastering negotiation

- ▶ The negotiation
- ▶ We are deadlocked
- ▶ Managing emotions
- ▶ Closing the deal

### CREATING A TEAM

- Relationship management
  - ▶ Executive steering team
  - ▶ Relationship management team
  - ▶ Service delivery/implementation team
  - ▶ Having a solid and effective team
  - ▶ Create your teams
- Pre-implementation planning
  - ▶ Discovery
  - ▶ Gap analysis
  - ▶ Process mapping
  - ▶ Quality assurance

## PROGRAM OUTLINE *continued*

### VENDOR MANAGEMENT

- Service-level agreements (SLA)
  - ▶ Components of a service-level agreement
  - ▶ Common SLA metrics
  - ▶ Compensation – fees and expenses
  - ▶ Duties and responsibilities
  - ▶ Security
  - ▶ Confidential information
  - ▶ Legal compliance and resolution of disputes
- Performance-level contracts
  - ▶ Key performance indicators and SLA penalties
  - ▶ SLA with penalty for failure to achieve example
- Contract management
  - ▶ General terms and conditions
  - Implementation
- Implementation
  - ▶ Communication plan
  - ▶ Resource availability
  - ▶ Data integration
  - ▶ Plan to phase out legacy systems
  - ▶ Risk assessment
  - ▶ Information technology capacity
  - ▶ Data cleansing and extraction
  - ▶ Historical data storage
  - ▶ Change management
- Client advisory boards
- Request for enhancements
  - ▶ Critical business issues to address
  - ▶ Compliance issue
  - ▶ Desire to make the “process simpler”
  - ▶ Industry trends change
  - ▶ Submitting the request for enhancement
  - ▶ Request for enhancement name
  - ▶ Enhancement description (What you want to do)
  - ▶ Request for enhancement business justification (Why you want to do this)
  - ▶ Areas to consider for enhancement categories in your request
  - ▶ Areas to consider for enhancement decisions in your request
  - ▶ Business justification narrative
  - ▶ Detailed requirements
  - ▶ Processing alternatives
  - ▶ Security requirements
- Management report examples
- ▶ Support management
- Governance structure
  - ▶ Operational governance
- After go-live
  - ▶ Change management approach
  - ▶ Training plans
  - ▶ Processes and operational metrics
  - ▶ Reporting tools to measure standards
  - ▶ Self-service tools
  - ▶ Develop metrics for performance
  - ▶ Roles and responsibilities in service delivery model
  - ▶ Upgrades
  - ▶ Transition to go-live implementation
  - ▶ Escalation procedures/ governance
  - ▶ Level 1 – Critical business impact (Production down)
  - ▶ Level 2 – Serious business impact (Production degraded)
  - ▶ Level 3 – Minor business impact
  - ▶ Level 4 – No business impact
  - ▶ Level 5 – Enhancement request

### MAINTAINING THE PARTNERSHIP

- Management reports



# STRATEGIC PAYROLL PRACTICES

This course provides insightful perspectives on complex payroll taxation topics, operational effectiveness, employee development, emerging technologies, and other issues when developing a successful strategy to guide a payroll department.

Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE credits. Field of Study: Business Management & Organization = 6.5, Taxes = 6.5, Information Technology = 2.5

## PROGRAM OBJECTIVES

- Manage IRS and SSA notices and audits
- Develop a payroll department's vision and mission statements
- Ensure proper taxation and reporting of executive compensation
- Understand trends in payroll practice and technology

## PROGRAM OUTLINE

### PLANNING AND ORGANIZING PAYROLL OPERATIONS

- Values
- Vision
- Mission
- Aligning payroll's visions and missions
- Objectives/key results
- Management by planning
- Third-party relationships management (service vendors – contract management)
- Understanding business partners
- Project management
- Managing international relationships

### MEASURING PAYROLL OPERATIONS' EFFECTIVENESS

- Cost analysis/cost of payroll check
- Benchmarking
- Performance metrics
- How to identify the cost of your payroll – what are the components?
- Impact of new benefits/establishing policies
- Auditing the payroll process and efficiency
- Writing a business case
- Budgeting payroll operations
- Service level agreements
- Quality assurance
- Measuring quality in the payroll department

### EMPLOYEE DEVELOPMENT

- Career path
- Identifying job requirements
- Developing job requirements and staffing
- Writing job descriptions
- Interviewing candidates
- Performance feedback
- Taking corrective action
- Measuring employee development

### PRIORITIZING YOUR TIME

- Planning and leading a meeting

### CHANGE MANAGEMENT

- Change vs. transition
- Crisis management
- Measuring success

## PROGRAM OUTLINE *continued*

### TRENDS IN PAYROLL PRACTICES AND TECHNOLOGY

- Shared services
- Call centers
- Outsourcing considerations
- Employee and manager self-service
- Internet-based technologies
- Biometrics
- GPS technology
- Imaging and document storage
- Artificial intelligence/machine learning
- Bots, process automation, and chatbots

### PAYROLL TECHNOLOGY SELECTION

- Technology and system selection considerations
  - ▶ Identifying the requirements
  - ▶ Common mistakes to avoid
  - ▶ Factors driving outsourcing

### BUSINESS CONTINUITY PLANNING

- Benefits of a business continuity plan
- Creating a business continuity plan
- Updating the plan
- Testing the plan

### COMPLEX TAXATION ISSUES

- Social security/Medicare taxation

- ▶ Common paymaster
- ▶ Agent reporting
- ▶ Supplemental unemployment benefits
- ▶ Railroad Retirement Tax Act
- Dealing with the IRS and SSA
  - ▶ Penalty notices
  - ▶ Audits
  - ▶ Reconciliation issues
  - ▶ Penalties/abatement/reasonable cause
  - ▶ Preventing penalties
  - ▶ IRS' Taxpayer Advocate Service
  - ▶ SSA reconciliation letters
- Mergers and acquisitions overview
  - ▶ Unemployment insurance
  - ▶ Transfer of experience rating
  - ▶ State issues
  - ▶ Standard and alternate tax and reporting procedures
  - ▶ Social security tax issues
  - ▶ Forms W-2 and 941 reporting issues
- Discrimination testing
  - ▶ Retirement (401(k)) plans
  - ▶ Group-term life insurance

### TAXING EXECUTIVE COMPENSATION

- The IRS' executive compensation compliance strategy
- Additional Medicare tax

- Withholding requirements
  - ▶ Mandatory flat rate withholding
  - ▶ Gross-ups of executive compensation
- Chauffeur services
- Aircraft (SIFL calculation)
- Stock compensation
  - ▶ Section 83(b) and 83(i) elections
  - ▶ Restricted stock
  - ▶ Phantom stock
  - ▶ Nonstatutory stock options
- Golden parachute payments
- Nonqualified deferred compensation plans
  - ▶ Section 409A requirements
- Split-dollar life insurance contracts
- Clawbacks

### SECURITY ISSUES

- Payroll fraud
- HIPAA requirements

### PAYROLL AUDITING

- Accounting records
- System operations
- Third parties (benefit administrators)
- Managing outside auditors
- Auditing the payroll process
- Optimizing the use of consultants



# PAYROLL SYSTEM SELECTION AND IMPLEMENTATION

This course will lead you through the multiple steps organizations use to select the correct system or technology. You will learn the steps required to successfully implement the system, map the old data to the new data elements, test the new system, develop training materials, and support the system after go-live.

Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE credits. Field of Study: Computer Software & Applications

## PROGRAM OBJECTIVES

- Develop a current situation analysis to identify the requirements of a new system
- Prepare a Request for Proposal and analyze the vendors responses
- Develop and manage the project plan to ensure the implementation is on time and under budget
- Map the data elements in the old system to the new system's data elements for a successful data conversion
- Understand the different types of testing required to ensure the system meets the organization's requirements
- Organize and develop a system implementation plan including user training
- Manage the support and enhancements required when implementing a new system

## PROGRAM OUTLINE

### DOING YOUR HOMEWORK

- The do's and don'ts
- Determining if a system change is needed
  - ▶ Growth potential of company/system
- Doing the legwork
  - ▶ Develop/update process flows
    - Examine each step to determine risks or challenges
    - Review each decision within a process
    - Examine the rework (or return) loops within each process
    - View the process from the customer's perspective
  - ▶ Test case development

- Develop a test case checklist
- Compliance validation
- ▶ Prepare a current situation analysis
- ▶ Current system data
  - Conversion
  - Archiving
  - Accessibility

### TECHNOLOGY SELECTION – SETTING THE STAGE

- Approach to system/technology selection
  - ▶ Establish the project team
  - ▶ Select a hardware platform
  - ▶ Determine where/how the technology will be developed or delivered

- In-house systems
- Vendor-licensed systems
- Service providers/application service providers (ASPs)
- Cloud computing
- ▶ Select a processing environment
- ▶ Select interfacing versus integration
- ▶ Prepare a high-level project plan
- ▶ Prepare a Request for Information
- ▶ Prepare a Request for Proposal
- ▶ Perform the evaluation
  - Vendor evaluation matrix
- ▶ Select the system/technology
- ▶ Negotiate contract terms
- ▶ Revise the project plan

- Integration and interfaces
  - ▶ Payroll and human resource systems
  - ▶ Working with other systems, departments, and vendors
    - Benefits
    - General ledger/cost accounting
    - Banking
    - Time and attendance/workforce management
    - Retirement
    - Budget
    - Labor cost data collection
    - Tax compliance
    - Tax deposits and third-party payments
    - Third-party agencies
    - Social Security Administration
    - Accounts payable
    - Vendor interfaces
- Customers
- The project team
  - ▶ Effective teams
  - ▶ The review committee
  - ▶ Executive support
- Project plan
  - ▶ Project management
    - Determine who, what, when, and how
    - Timeline
    - Communication
    - Status meetings
    - Risks
  - ▶ Establish the overall project plan
  - ▶ SWOT analysis
  - ▶ New system analysis
  - ▶ Document functional requirements

### SYSTEM SELECTION – SELECTING THE VENDOR

- Request for Information
- Request for Proposal
- System selection
  - ▶ Demonstrations
  - ▶ Scorecard
  - ▶ Interview other users
- Vendor evaluation
  - ▶ Analysis of the report cards
  - ▶ Mistakes to avoid
  - ▶ Negotiate contract terms

### SYSTEM IMPLEMENTATION – DESIGNING THE SYSTEM

- Project plan – redone!
  - ▶ (Re)organize the project, both plans and teams
  - ▶ Using six sigma or lean for process improvements
  - ▶ Create the implementation plan
  - ▶ Defining objectives/key results
  - ▶ Sample implementation project team performance objectives
  - ▶ Escalation management process
  - ▶ Train the project team
- Install the technology
  - ▶ Define the technical infrastructure
  - ▶ Install the software
- Gap analysis
  - ▶ Perform the gap analysis
- Prototype the system

### SYSTEM IMPLEMENTATION – DEVELOPING THE SYSTEM

- Data mapping and specifications
- Testing
  - ▶ Unit testing
  - ▶ Integration testing
  - ▶ System testing
  - ▶ Stress testing
  - ▶ Conversion validation/functional testing
  - ▶ User acceptance testing
  - ▶ Regression testing
  - ▶ Vulnerability testing

### SYSTEM IMPLEMENTATION – IMPLEMENTING THE SYSTEM

- Documentation
  - ▶ Create end-user procedures and documentation
  - ▶ System documentation for end users
- User training and support
  - ▶ Develop training material
  - ▶ Schedule and train the users
  - ▶ Set up Hot Line/Help Desk
- Parallel testing and cut over
  - ▶ Conduct parallel testing
  - ▶ Run final conversion
  - ▶ Cut over

- Business continuity planning
  - ▶ Don't make recovery too difficult
  - ▶ Making disaster recovery more comprehensive
  - ▶ Benefits of a business continuity plan
  - ▶ Steps to create a business continuity plan
    - Obtain top management commitment
    - Establish a planning and implementation committee
    - Perform a risk and business impact analysis
    - Establish priorities for processing and operations – “critical needs”
    - Determine recovery strategies
    - Perform data collection
    - Organize/document a plan and procedures
    - Develop testing criteria and procedures
    - Test the plan
    - Approve the plan
  - ▶ Get involved and get results
- Controls and security
  - ▶ Putting controls into the process
  - ▶ Providing security for the system

### SYSTEM IMPLEMENTATION – SUPPORTING THE LIVE SYSTEM

- Supporting the system
  - ▶ Wrap-up meeting
  - ▶ Provide user support
  - ▶ Ongoing processes
  - ▶ Meetings and other communications
  - ▶ Continuous process review leading to improvements
  - ▶ Escalation procedures
  - ▶ Root/cause analysis
  - ▶ Cross-training
  - ▶ Monitoring compliance/external impacts to processes
  - ▶ Service level agreements
  - ▶ Ongoing evaluation
  - ▶ System upgrades
  - ▶ Evolve, enhance the system
  - ▶ System lifecycle strategy

# ADVANCED GLOBAL PAYROLL MANAGEMENT CERTIFICATE PROGRAM

This certificate program will dive deep into the comprehensive approach to the global payroll delivery model, the role culture plays, and the development of global payroll teams and career opportunities.

Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE credits. Field of Study: Business Management & Organization

## PROGRAM OBJECTIVES

- Formulate a global strategy and governance model that will drive standardized processes
- Build a framework that will support controls and ensure compliance across the globe
- Develop and nurture a diverse remote global payroll team
- Establish a business partnership where global payroll supports the company's business objectives

## PROGRAM OUTLINE

### MODULE 1: STRATEGY AND GOVERNANCE

- Strategic direction for your global payroll
- Developing a strong governance model
- Shared service model
- Deep dive into creating your roadmap
- Standardization of processes and managing data

### MODULE 2: COMPLIANCE AND CONTROL

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

### MODULE 3: LEADERSHIP MANAGEMENT ACROSS THE GLOBE

- Managing a global team
- Keeping the team informed
- Culture
- Talent/team development

### MODULE 4: BEING AN EFFECTIVE GLOBAL BUSINESS PARTNER

- Building the relationship: stakeholder education

- Data analytics
- Tools
- Change management
- Mergers and acquisition

### MODULE 5: GLOBAL PAYROLL CASE STUDY GLOBAL PAYROLL MANAGEMENT TOOLS

- Glossary
- Global assessment
- Talent assessment
- Global payroll organization staffing roles, responsibilities, and descriptions
- Team development
- Country spotlights
- Cultural resources
- New company or stock acquisition payroll checklist
- Sample monthly dashboard
- Sample global scorecard
- Change management template
- Global merger and acquisition due diligence questionnaire
- Guide to global resources
- Risk heat map

# 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: **Overall Best Practices, Management, Processes, or Technology.**

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

## CONFERENCE DETAILS

### Conference Location:

The Inn at Penn  
3600 Sansom Street  
Philadelphia, PA 19104  
(215) 222-0200

### Hotel Accommodations:

The Inn at Penn  
3600 Sansom Street  
Philadelphia, PA 19104  
Reservations: (215) 222-0200  
(ask for In-House Reservations)

The Payroll Leaders Conference has reserved a block of guest rooms at The Inn at Penn at the rate of \$229 for three days pre- and post-conference based on room type availability. This rate is available until August 28, 2022. Room reservations and hotel arrangements at The Inn at Penn are the responsibility of the individual. Reservations can be made directly with The Inn at Penn by calling (215) 222-0200. Hotel reservations can also be made via APA's dedicated hotel website: <https://book.passkey.com/e/50239044>

After August 28, 2022, 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](http://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.

# 2022 Payroll Leaders Conference | Registration Form

Register online: [www.americanpayroll.org/PLC](http://www.americanpayroll.org/PLC)

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## REGISTRATION

### I would like to:

Register for ONE of the following Certificate Programs:

- Winning Collaborations (22PAYLD1)
- Strategic Payroll Practices (22PAYLD2)
- Payroll System Selection and Implementation (22PAYLD3)
- Advanced Global Payroll Management Certificate Program (22PAYLD4)

I am an APA MEMBER. ID# ..... \$1,199

I am a COLLEAGUE of an APA Member (at the same street address) ..... \$1,315

Colleague's ID #: \_\_\_\_\_

Member's Name: \_\_\_\_\_

Member's ID #: \_\_\_\_\_

I would like to join APA now AND register at the member rate ..... \$1,509

Class Registration Fee at Member Rate ..... \$1,199

Annual Membership Dues\* ..... \$275

One-Time Enrollment Fee ..... \$35

**TOTAL** ..... **\$1,509**

I am not an APA Member or Colleague. ID# (if known) ..... \$1,470

### YOUR COURSE REGISTRATION INCLUDES:

- ✓ A printed course workbook
- ✓ 15 RCHs, 1.5 CEUs, or 17.5 CPE credits upon completion
- ✓ Two networking luncheons
- ✓ Three Continental breakfasts
- ✓ Refreshments during breaks

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## PAYMENT INFORMATION

Payment in U.S. dollars must accompany registration form.

Currency Converter: [www.xe.com](http://www.xe.com)

### Three Enrollment Options:

- Online  Fax  Mail

[www.americanpayroll.org/PLC](http://www.americanpayroll.org/PLC)

(210) 224-6038

To address below

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

- American Express  Discover  Mastercard  Visa

Card is: (check one)  Corporate  Personal

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_ (for 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

Phone: (210) 224-6406 • M-F, 7 a.m.-5 p.m. CT

Email: [apa@americanpayroll.org](mailto:apa@americanpayroll.org) • Visit: [www.americanpayroll.org](http://www.americanpayroll.org)

I agree to the Event Policies found at [bit.ly/APA-policies](http://bit.ly/APA-policies), and the Health and Safety Procedures found at [bit.ly/H-S-Procedure](http://bit.ly/H-S-Procedure) which include providing proof of full COVID-19 vaccination or negative COVID-19 test for all in-person events.

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## REGISTRANT INFORMATION (please print)

### Registrant's Primary Address

Name: Ms.  Mr.  \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Zip + 4-Digit/Postal Code: \_\_\_\_\_ + \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(Area/Country Code)

(Area/Country Code)

Email: \_\_\_\_\_

(For official APA communications, registration confirmations, Payroll Currently, and PAYTECH-Digital)

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

### Needed for new member enrollment

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Special Dietary Request:  Vegetarian  Gluten-free  Kosher

Vegan  Peanut Allergy  Dairy Allergy  Shellfish Allergy

Special dietary requests received after August 30 cannot be guaranteed.

### All Attendees Please Complete This Section.

In case of emergency contact:

Name: \_\_\_\_\_

Relation to Attendee: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Last updated: June 2022

EMT: 9V

For office use only:

Date: \_\_\_\_\_ Order #: \_\_\_\_\_ Batch #: \_\_\_\_\_

Group #: \_\_\_\_\_ Check #: \_\_\_\_\_ C/P: \_\_\_\_\_ Total: \$ \_\_\_\_\_