



Global Payroll 2015 Management Certificate Program

Developed by APA & ADP



Prepare for your next global initiative

Global payroll processing creates many challenges for payroll professionals, regardless of what foreign country the organization operates in.

During the three-day program you will:

- Discover the best structure for your global payroll organization
- Ensure that multiple cultures and geographic dispersion are successful attributes - not distractions
- Identify your company's global goals and strategies into a global payroll organization
- Evaluate what a successful global implementation project requires

5 Programs Nationwide in 2015

“ Anyone currently or thinking about starting a global payroll initiative should take this seminar. I learned many things we should have done earlier in the project that would make our project move along much smoother. ”

—Anne Dyer, CPP
Senior Payroll Manager
International Automotive Components

Developed together with **ADP, the APA's Global Payroll Management Certificate Program** addresses the challenges a global payroll department faces such as standardization, consistency, and building an internal structure that supports paying employees globally. Whether your organization is currently global, or is going global for the first time, this five-module certificate program teaches you best practices for an effective strategy.



Learning Modules*

The Discovery Phase

Begin your global payroll adventure by analyzing why the move is being made; the effect it will have on current company culture and processes in payroll, HR, and finance; and who will own the global payroll process. Get tips on building a business case and discover the questions you'll need to ask regarding cultural differences, language requirements, and employment laws and regulations.

The Strategy Phase

Define your organization's goals and objectives, corporate governance of the project, and strategic vision for carrying it out. We'll discuss a project charter that outlines the global project's scope, budget, roles and responsibilities; success measurements; risks and barriers to success; options for deploying your global payroll processes; and what types of change you will have to manage.

The Design Phase

Determine what information you need to set up leave and pay matrices, define “total compensation,” and compile statutory and company compliance requirements, and how to pull it all together in a blueprint. Learn how to build a structure for your project, finalize implementation plans, measure success, develop a service delivery model, and plan for continuing operations during and after a disaster.

The Implementation Phase

See the most effective ways to kick off your project, develop a change management plan, communicate the changes, and implement a training plan. Learn how to keep “scope creep” from attacking your project, conduct tests with end users, track the progress of the implementation, and evaluate its successes and challenges.

Continuous Operations

How can you establish baselines, benchmarks, and metrics to monitor your global payroll processing going forward? What types of meetings and other communications may be necessary? We will cover these issues as well as how to measure internal customer satisfaction and develop vendor scorecards.

Your registration includes:

- The course workbook
- Networking continental breakfast and luncheon each day with your instructor and class attendees
- Up to 18 RCHs, 1.8 CEUs, or 21 CPE credits

*Learning Modules subject to change without notice.

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Global Payroll Management Certificate Program Information

Schedule: You will receive email confirmation of your registration and class date after your completed form and payment have been received and processed. Registration begins at 8:00 a.m. on the first day and the course is scheduled from 8:30 a.m. to 4:30 p.m.

Travel Arrangements: Attendees are responsible for their own travel arrangements to and from the seminar.

Hotel Accommodations: Room reservations and hotel charges are the responsibility of the individual. Specific class locations will be listed on APA’s website, www.americanpayroll.org, at least 30 days before the seminar date.

Class Transfers and Substitutions: Class transfers will be accepted depending on seating availability. If a participant substitution is needed, please contact Membership Services at (210) 224-6406 to receive a Transfer/Substitution form. Each transfer/substitution is subject to a \$45 administrative charge and the difference of the new course price.

Credit for Recertification and Continuing Education: The APA 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. APA’s sponsor identification number is 103152. No prerequisites required. Course level: Overview. Delivery method: Group-live. CPE Field of Study: Business Management & Organization = 21 CPE credits.

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: Director of Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. Director of Certification: (210) 226-4600.

We have registered with the Texas State Board of Public Accountancy to meet the requirements of the continuing professional education rules covering maintenance of attendance records, retention of program outlines, qualifications of instructors, program content, physical facilities and length of class hours. This registration agreement does not constitute an endorsement by the Board as to the quality of the program or its contribution to the professional competence of the licensee.



Recertification Credit Hours (RCH) are awarded by the APA for pre-approved payroll learning events.

Global Payroll Management Certificate Program — 2015 Registration Form

Register online at: www.americanpayroll.org

❶ Please register me for this Global Payroll Management Certificate Program: (Check the class you wish to attend)

City	Date	Course Code
<input type="checkbox"/> Boston, MA	October 5-7	15GPM05C
<input type="checkbox"/> Denver, CO	July 27-29	15GPM03C
<input type="checkbox"/> Houston, TX	March 25-27	15GPM01C
<input type="checkbox"/> Philadelphia, PA	August 24-26	15GPM04C
<input type="checkbox"/> San Francisco, CA	June 17-19	15GPM02C

I am an APA MEMBER\$1,165
Member's ID #: _____
(Update your contact information at www.americanpayroll.org)

I am a COLLEAGUE of an APA Member
(at the same street address)\$1,255
Colleague's ID #: _____
Member's Name: _____
Member's ID #: _____

I want to JOIN APA now and register at the member rate

Class Registration at Member Rate\$1,135
Annual Membership Dues*\$219
One-time Enrollment Fee\$35
TOTAL\$1,419

I am NOT an APA Member or Colleague..... \$1,390

❷ Registrant's Primary Address

Ms. Mr.
First Name: _____ Middle Initial: _____
Last Name: _____
Title: _____
Organization: _____
Chapter (if applicable): _____
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*, *PAYTECHonline*, and *PAYTECH-Digital*.)

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

Needed for new member enrollment

Birth date: _____ / _____ / _____

* 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 APA membership dues are deductible as an ordinary business expense.

Special Dietary Request:

Vegetarian Gluten-free Kosher

Registrant's Secondary/Home Address

Street Address: _____
City: _____
State/Province: _____ Country: _____
Zip + 4-digit/Postal Code: _____ + _____
Phone: _____ Fax: _____
(Area/Country Code) (Area/Country Code)
Email: _____

❸ 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? _____

❹ Payment Information

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

Currency Converter: www.americanpayroll.org

Three Enrollment Options:

Online Fax Mail to address
www.americanpayroll.org (210) 224-6038 below

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



Card #: _____

Exp. Date: _____ Card is: 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
M - F, 8 a.m. - 6 p.m. CT

Phone: (210) 224-6406 • apa@americanpayroll.org

Registration Confirmation & Specific Seminar Locations

You will receive an email confirmation of your registration and class date after your completed form and payment have been received and processed. Specific class locations will be listed on APA's website, www.americanpayroll.org, at least 30 days before the seminar date. If you have not received a confirmation email one week prior to your seminar, please contact Membership Services at the number above.

Last updated February 2015

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For Office Use Only:

Date: _____ Order #: _____ Batch #: _____ Group

#: _____ Check #: _____ C/P: _____ Total: \$ _____