

32ND
Annual

EDUCATIONAL INSTITUTIONS PAYROLL CONFERENCE

October 21-24, 2018

New Orleans, LA • InterContinental New Orleans

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academic community*

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EDUCATIONAL INSTITUTIONS PAYROLL CONFERENCE

EIPC

Learning objectives

- Identify reporting requirements for nonresident alien students and faculty
- Learn how the Tax Cuts and Jobs Act impacts educational institutions' payroll processing
- Understand how state income taxes must be withheld from virtual and traveling employees
- Learn how the IRS assesses penalties and how to deal with an IRS audit



APA Talks

APA Talks debuted at APA's Fall Forum conference in 2015. Due to many requests, we are now bringing it to EIPC! Similar to the popular TED Talks format, APA Talks features payroll leaders in educational institutions telling us about their own payroll journey – the good, the bad, and the ugly. Each educational institution payroll leader will present a 20-minute APA Talks that will be followed by a Q&A session for attendees.

AGENDA

SUNDAY, OCTOBER 21

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

MONDAY, OCTOBER 22

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
APA Talks

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, OCTOBER 23

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

**Improve Your Child Support
Withholding Processes
and Communication With
Online Resources**

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
**Current Cyber Threats and
Best Practices to Protect
Your Organization**

WEDNESDAY, OCTOBER 24

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

PRE-CONFERENCE SESSIONS*

SUNDAY

2:00 p.m. – 3:30 p.m.

Pre-Conference Session 1

Fundamentals of Payroll in Higher Education

10201 FOS: Personnel/Human Relations/1.5 CPE Credits/1.5 RCHs

Payroll may be payroll, but in an educational institution, there are unique payments, processes, and procedures. This session will cover payroll fundamentals for those unique situations faced by your institution to ensure your institution's compliance.

Veronica Gonzales, MBA

Associate Comptroller
Central New Mexico Community College

Going Electronic: Onboarding to Offboarding

10202 FOS: Business Mgmt. & Organization/1.5 CPE Credits/1.5 RCHs

Come and explore the world of electronic processing, from onboarding new hires to timekeeping and termination. We will talk about trends, pitfalls, and the good and bad of automating your processes.

Karen Phillips

Director, Payroll
Swarthmore College

4:00 p.m. – 5:30 p.m.

Pre-Conference Session 2

Empowering Your Employees Through Servant Leadership and Coaching

10401 FOS: Personal Development/1.5 CPE Credits/1.5 RCHs

Are you a leader? True leaders motivate, empower, and inspire everyone to achieve more than they ever thought possible, no title or authority is needed. Traditional leadership involves power being exercised at the top. In this workshop we will turn the conventional leadership pyramid upside down. We will explore the philosophy of servant leadership and provide you with effective coaching tips.

Crystal Dawn Pidjeon, FPC

Payroll Supervisor
Boise State University

Nicole Orr, CPP, SHRM-SCP

Director, Payroll and Tax Compliance
Pace University

Nonresident Alien Students and Faculty, Basics

10402 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

This session begins with overviews of the four "highways" of taxation: federal, state, social security/Medicare, and treaties. You will learn how to determine tax residency of payees and classify income and source payments, as well as 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



GENERAL SESSIONS

MONDAY

8:00 a.m. – 10:00 a.m.

Opening General Session

APA Talks

20302 FOS: Personal Development /1.5 CPE Credits/
1.5 RCHs

APA Talks features payroll leaders sharing their journey in payroll — the good, the bad, and the ugly. Hear a series of APA Talks that will focus on self-awareness and embracing it, followed by a Q&A session for attendees. Learn how to transition from 9-5 suit and tie to 9-5 golf course and grandchildren, and moving from the briefcase of the corporate world to the backpack of higher education.

Nicole Smith

Director, Instructional Design and
Learning Development
American Payroll Association

Darrell Kozuch

Sr. Director, Finance
University of Virginia

Luanne Brown, CPP

Director, Payroll Services
Grand Valley State University

Cheryl Seifritz, CPP

Director, Payroll
The Ohio State University

TUESDAY

11:30 a.m. – 1:15 p.m.

Luncheon

Improve Your Child Support Withholding Processes and Communication With Online Resources

30501 FOS: Business Law/1.5 CPE Credits/1.5 RCHs

Did you know that 75% of all collections result from employers withholding and sending support payments to child support agencies? With employers playing a critical role in collecting support, communication with the employer

community is vital to the success of the child support program. Learn how online and electronic resources can improve communication and processes with child support agencies.

Sherri Grigsby

Manager, Employer Services Team
Office of Child Support Enforcement

3:15 p.m. – 4:45 p.m.

General Session

Current Cyber Threats and Best Practices to Protect Your Organization

30801 FOS: Information Technology/1.0 CPE Credit/1.0 RCH

Cyber is global. There are no boundaries. Cyber-attacks impact all organizations across all sectors. This presentation will highlight the current cyber threats as seen by the FBI and law enforcement. Additionally, best practices for network protection and incident response will be highlighted.

Matt Ramey

Supervisory Special Agent (SSA)
FBI New Orleans

WEDNESDAY

9:45 a.m. – 11:30 a.m.

Closing General Session

Legislative Update and APA Lobbying

40301 FOS: Business Law/1.5 CPE Credits/1.5 RCHs

It's been a wild year for payroll, from the changes in the Tax Cuts and Jobs Act and IRS efforts to increase e-filing of information returns, to a brand new W-4 and state efforts to act where Congress has been unable to do so. APA's lobbying staff and Government Relations Task Force have been in the thick of it, making sure the payroll agenda is considered as these issues and more unfolded.

Michael O'Toole, Esq.

Sr. Director, Publications, Education,
and Govt. Relations
American Payroll Association

CONFERENCE SESSIONS*



MONDAY

Workshop Session 1

10:30 a.m. – 12:00 p.m.

Avoiding IRS Penalties the Successful Way

20501 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

Has the IRS penalized your organization? Are you aware that information reporting penalties increase every year? In this session, we'll explore ways to avoid the most expensive and commonly imposed payroll penalties from the IRS, including federal tax deposits and information returns.

Veronica Gonzales, MBA

Associate Comptroller
Central New Mexico Community College

Luanne Brown, CPP

Director, Payroll Services
Grand Valley State University

Leveraging Diversity and Inclusion in Today's Economy

20502 FOS: Personal Development/1.5 CPE Credits/1.5 RCHs

Diversity and inclusion are crucial for responding effectively to your changing customer requirements and developing high-performing teams. Creating a D&I initiative starts with recognizing your own biases, embracing diverse thinking styles and innovation, promoting inclusive leadership, and building cultural awareness among your team.

Nicole Smith

Director, Instructional Design and Learning Development
American Payroll Association

Paying Employees Working Outside the U.S.

20503 FOS: Business Law/1.5 CPE Credits/1.5 RCHs

As educational institutions provide opportunities for students and faculty outside the U.S., the strategic partnerships behind these alliances cause complex payroll compliance issues. This session will explore the challenges faced when managing international assignments, best practices in assignment management, and third-party options available to administer payment to employees outside the U.S.

Nancy Hinchcliff, CPA

Assistant VP, HR Payroll Management
Temple University, Philadelphia

Robyn Diehm

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

Richard Grunewald

Associate Director, Payroll Services
Washington State University

1:30 p.m. – 3:00 p.m.

Workshop Session 2

Collective Bargaining Agreements

20701 FOS: Business Mgmt. & Organization/1.5 CPE Credits/1.5 RCHs

Collective Bargaining Agreements can be exhausting and frustrating, but they can also be informative, collaborative, and rewarding. Learn how to bring the voice of payroll to the table and participate in using interest-based bargaining techniques.

Luanne Brown, CPP

Director, Payroll Services
Grand Valley State University

1:30 p.m. – 3:00 p.m.

Ensuring Your Forms 1042 and 1042-S Are Completed Correctly

20702 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

This workshop provides an overview of and discusses how to correctly complete and submit your organization's Form 1042-S and Form 1042. This session will cover who must file the forms and what information must be reported on them. We will also address how to properly assign Form 1042-S' income codes, manage due dates and extension requests, make corrections, and more!

Terri Crowl

Content/Compliance Specialist
Thomson Reuters

Tax Reform and Its Effects on Payroll

20703 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

New lower tax rates on corporations and individuals made the headlines but the tax reform legislation enacted in 2017 contained significant changes for payroll processing, and is laying an unexpected burden on payroll professionals. Learn about the widespread effects the Tax Cuts and Jobs Act is having in 2018 and many years to come and what these changes mean for payroll at your institution.

Michael O'Toole, Esq.

Sr. Director, Publications, Education,
and Govt. Relations
American Payroll Association

3:15 p.m. – 4:45 p.m.

Workshop Session 3

Banner System Roundtable

20901 FOS: Computer Software & Applications/1.5 CPE Credits/1.5 RCHs

Join this interactive roundtable to share your successes, issues, and pressing questions with using the Banner applications. If you have specific topics you would like to have addressed, please send them to Jim Medlock (jmedlock@americanpayroll.org) by October 1.

Angela Palumbo, CPP

Director, Payroll
Fashion Institute of Technology

Karen Phillips

Director, Payroll
Swarthmore College

Nancy Hinchcliff, CPA

Assistant VP, HR Payroll Management
Temple University, Philadelphia

James Medlock, CPP

Education Advisor
American Payroll Association

Employee or Independent Contractor: How to Make the Decision

20902 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

Learn how to reduce your institution's exposure to the consequences of an employment tax audit. Worker misclassification is a key audit issue for federal and state auditors, so you will learn how to apply the common law rule and the reasonable basis test. While the 'gig economy' is pushing the boundaries of employee status, care must be taken to avoid the risk of hefty noncompliance penalties.

Michael O'Toole, Esq.

Sr. Director, Publications, Education,
and Govt. Relations
American Payroll Association

Multi-State Taxation and Your Mobile Workforce

20903 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

With today's mobile workforce, more employees are working outside the company premises—from their homes and in multiple states. This presents challenges for employers. When is an employee subject to a state's income tax withholding requirements? How do you tax employees when they're working in more than one state? We will also examine nexus and state reciprocal agreements.

Daniel Dycus, CPP

Sr. Director, Education Services
American Payroll Association

TUESDAY

8:00 a.m. – 9:30 a.m.

Workshop Session 4

Accounting for the Payroll Professional

30201 FOS: Accounting/1.5 CPE Credits/1.5 RCHs

Accounting does not have to be the dreaded part of the payroll process. The payroll information is critical for the general ledger, cost distribution systems, creating management reports, and financial statements. We will discuss terminology, journal entries, accruals, reconciliations, internal controls, unclaimed property, and audits and show their effect on the financials of your institution.

Daniel Dycus, CPP

Sr. Director, Education Services
American Payroll Association

Veronica Gonzales, MBA

Associate Comptroller
Central New Mexico Community College

How to Work With the IRS

30202 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

An IRS audit does not have to be a scary event. A taxpayer need only remain calm, understand the audit process, know their rights, and be prepared.

Jeffrey Jacob, CPA, CPP

Payroll Manager
Illinois State University

Workday Roundtable

30203 FOS: Computer Software & Applications/1.5 CPE Credits/1.5 RCHs

Join this interactive roundtable to share your successes, issues, and pressing questions on using the Workday applications. If you have specific topics you would like to have addressed, please send them to Jim Medlock (jmedlock@americanpayroll.org) by October 1.

Jill Taylor, MBA, CPP

Payroll Manager
Bucknell University

Jeffrey Hill, Ph.D., PMP, CPP

Payroll Solutions Architect, Workday
Sierra-Cedar

James Medlock, CPP

Education Advisor
American Payroll Association

9:45 a.m. – 11:15 a.m.

Workshop Session 5

Emotional Leadership and How it Drives Projects

30401 FOS: Personal Development/1.5 CPE Credits/1.5 RCHs

Under what circumstances would you choose to show your project team that you're angry? Fearful? What tools can you use to address your emotions? This workshop will review emotional intelligence and how it is leveraged to ensure good communication, building strong working relationships, making better decisions, and fostering a healthy project team.

Jeffrey Hill, Ph.D., PMP, CPP

Payroll Solutions Architect, Workday
Sierra-Cedar

Nonresident Alien Students and Faculty, Advanced

30402 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

This workshop will cover advanced issues faced when making payments to foreign nationals. You will learn 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.

Terri Crowl

Content/Compliance Specialist
Thomson Reuters

9:45 a.m. – 11:15 a.m.

What Does the 2019 Form W-4 Mean to Payroll and Employees?

30403 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

Tax Reform has changed how payroll professionals and employees must look at Form W-4. With exemptions repealed, allowances are tied to the employee's filing status and adjustments are made based on the employee's tax situation. In this session, you will learn how the new W-4 form impacts employees, how it is used to calculate federal income tax, and other changes Tax Reform has caused.

Michael O'Toole, Esq.

Sr. Director, Publications, Education,
and Govt. Relations
American Payroll Association

James Medlock, CPP

Education Advisor
American Payroll Association

1:30 p.m. – 3:00 p.m.

Workshop Session 6

Don't Manage Your Time – Manage Your Life

30603 FOS: Personal Development/1.5 CPE Credits/
1.5 RCHs

From managing email to juggling your time on multiple projects, we are busy! In this session, you will learn how to identify a plan for your workload and manage your time to be more efficient. Find out how effective time-management strategies will enable you to identify your own time management issues while improving your concentration and dealing with frequent distractions.

Darrell Kozuch

Sr. Director, Finance
University of Virginia

Nicole Smith

Director, Instructional Design and
Learning Development
American Payroll Association

How to Survive a 403(b) Audit

30601 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

Learn what to expect if you have been selected for a 403(b) audit. In this session, you will hear how and what to review in your plan documents and how to do self-audits to see if you may have any issues. Don't assume it is your benefit department's responsibility because your institution's 403(b) impacts you and your department.

Luanne Brown, CPP

Director, Payroll Services
Grand Valley State University

PeopleSoft Roundtable

30602 FOS: Computer Software & Applications/1.5 CPE
Credits/1.5 RCHs

Join this interactive roundtable to share your successes, issues, and pressing questions with using the PeopleSoft applications. If you have specific topics you would like to have addressed, please send them to Jim Medlock (jmedlock@americanpayroll.org) by October 1.

Cheryl Seifritz, CPP

Director, Payroll
The Ohio State University

Jeffrey Jacob, CPA, CPP

Payroll Manager
Illinois State University

Crystal Dawn Pidjeon, FPC

Payroll Supervisor
Boise State University

James Medlock, CPP

Education Advisor
American Payroll Association

CONFERENCE SESSIONS*

WEDNESDAY

8:00 a.m. – 9:30 a.m.

Workshop Session 7

How to Operationalize a New System

40201 FOS: Business Mgmt. & Organization/1.5 CPE Credits/1.5 RCHs

Implementing new payroll software can provide a suite of time-saving features, real-time analytics, self-service, automatic compliance, and mobile capabilities. But if the implementation process goes wrong or you do not operationalize your new system, it can be catastrophic. In this session, we'll identify some problems frequently found and ways to make the new system work for you.

Darrell Kozuch

Sr. Director, Finance
University of Virginia

Nonresident Alien Students and Others: Latest Developments

40202 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

In this session, you will learn 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 (including the impact of the 2017 Tax Cuts and Jobs Act), pending income tax treaties, withholding certificate and Form 1042-S updates, and more!

Terri Crowl

Content/Compliance Specialist
Thomson Reuters

UBIT and Tax Reform

40203 FOS: Taxes/1.5 CPE Credits/1.5 RCHs

The Tax Cuts and Jobs Act has placed new and unusual requirements on non-profit organizations. In an attempt to equalize the corporate tax treatment of certain employee benefits, Tax Reform requires the inclusion in a non-profit's Unrelated Business Income Tax (UBIT) calculation of certain employee benefits. In this session, we'll explore those requirements and how institutions are managing the change.

James Medlock, CPP

Education Advisor
American Payroll Association

Nancy Hinchcliff, CPA

Assistant VP, HR Payroll Management
Temple University, Philadelphia

Robyn Diehm

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

CERTIFICATION



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)

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32nd Annual Educational Institutions Payroll Conference | Registration Form

Register online: <https://ebiz.americanpayroll.org/ebusiness/Education/ViewClass.aspx?ClassID=4818>

1	Registration
Event Code: 18EIPCON	
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<input type="checkbox"/> I am not an APA Member or Colleague. ID# (if known) _____ \$1,465	
<input type="checkbox"/> I would like to join APA now AND register at the member rate.....\$1,479	
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TOTAL\$1,479	

2	Registrant Information (please print)
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All Attendees Please Complete This Section.	
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Have you ever:

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What was the company name? _____

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Phone: (210) 224-6406 • M-F, 8 a.m.-6 p.m. CT		
if you require special services, please call Customer Service at least 21 days in advance of the event.		

I have read the Photography and Contact Information Release on page 10.

*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.

Registration Fees: Fees include refreshment break, cocktail reception, and dinner on Sunday, October 21; continental breakfast, refreshment breaks, and lunch on Monday, October 22, and Tuesday, October 23; and continental breakfast and refreshment break on Wednesday, October 24.

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. ALL special 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: \$219 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 15, 2018. When making your reservations, please reference EIPC. After October 15, 2018, 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.

Dress Code

Sunday – Wednesday: Business casual – A jacket or sweater is recommended, as temperatures vary in the conference rooms.

Last updated: 08/30/2018

EMT: 9V

FOR OFFICE USE ONLY:			
Date: _____	Order #: _____	Batch #: _____	Event Code: 18EIPCON
Group #: _____	Check #: _____	C/P: _____	Total: \$ _____