

AMERICAN PAYROLL ASSOCIATION

# 2022 EDUCATIONAL INSTITUTIONS PAYROLL CONFERENCE

Legislative and regulatory compliance updates  
for payroll professionals in education

OCTOBER 23–26  
MEET LAS VEGAS  
LAS VEGAS, NV

AMERICAN  
**PAYROLL**  
ASSOCIATION

[www.americanpayroll.org/EIPC22](http://www.americanpayroll.org/EIPC22)  
Earn up to 17.5 RCHs, 1.75 CEUs, and 17.5 CPE credits

Sponsored by

**sprintax**



# LEARNING OBJECTIVES

- Identify nonresident alien student and faculty reporting requirements
- Understand how process improvements can advance your payroll operation
- Interpret the IRS’s requirements for unique fringe benefits provided by colleges and universities
- Be better prepared for continuous changes through business continuity, time management, and communications

## AGENDA

All times are Pacific Time (PT)

### SUNDAY, OCTOBER 23

- 1:00 p.m. – 5:30 p.m. | Registration
- 2:00 p.m. – 3:30 p.m. | Workshop Session 1
- 3:30 p.m. – 4:00 p.m. | Refreshment Break
- 4:00 p.m. – 5:30 p.m. | Workshop Session 2
- 5:30 p.m. – 7:30 p.m. | Cocktail Reception and Dinner

### MONDAY, OCTOBER 24

- 7:30 a.m. – 12:00 p.m. | Registration
- 7:45 a.m. – 8:30 a.m. | Continental Breakfast
- 8:30 a.m. – 9:45 a.m. | Welcome Remarks/ Opening General Session
- 9:45 a.m. – 10:15 a.m. | Refreshment Break
- 10:15 a.m. – 11:45 a.m. | Workshop Session 3
- 11:45 a.m. – 1:00 p.m. | Networking Lunch
- 1:00 p.m. – 2:30 p.m. | Workshop Session 4
- 2:30 p.m. – 3:00 p.m. | Refreshment Break
- 3:00 p.m. – 4:30 p.m. | Workshop Session 5

### TUESDAY, OCTOBER 25

- 7:45 a.m. – 8:30 a.m. | Continental Breakfast
- 8:30 a.m. – 10:00 a.m. | Workshop Session 6
- 10:00 a.m. – 10:15 a.m. | Refreshment Break
- 10:15 a.m. – 11:45 a.m. | Workshop Session 7
- 11:45 a.m. – 1:45 p.m. | Luncheon General Session
- 1:45 p.m. – 2:45 p.m. | Workshop Session 8
- 2:45 p.m. – 3:00 p.m. | Refreshment Break
- 3:00 p.m. – 4:30 p.m. | General Session

### WEDNESDAY, OCTOBER 26

- 7:45 a.m. – 8:30 a.m. | Continental Breakfast
- 8:30 a.m. – 10:00 a.m. | Workshop Session 9
- 10:00 a.m. – 10:15 a.m. | Refreshment Break
- 10:15 a.m. – 11:30 a.m. | Closing General Session

# GENERAL SESSIONS\*

## MONDAY, OCTOBER 24

8:30 a.m. – 9:45 a.m.

Opening General Session

### 20301 | The SEAT of Success: How Top Performers Never Settle for Balcony Seats

FOS: Personal Development/1.0 RCH/1.0 CPE credit

Have you ever felt like you were stuck in the balcony and everyone else was in the front row? You are not alone. Many people, especially over the last two years, have become stagnant or stuck in frustration with their professional and personal goals. Hear how you can have more success by shifting your mindset, acting on your goals, and motivating yourself to take a front-row seat in your life.

**Marilyn Sherman, CSP**  
Motivational Speaker and Author

**Daniel Dycus, CPP**  
Senior Director  
American Payroll Association

## TUESDAY, OCTOBER 25

11:45 a.m. – 1:45 p.m.

Luncheon General Session

### 30601 | Four Payroll Advocacy Themes You Need to Know

FOS: Business Mgmt. & Organization/1.0 RCH/1.0 CPE credit

In this session, you will learn what payroll professionals, like yourself, are doing to improve processes and procedures for payroll management through four advocacy focus areas: enhanced communication, privacy protections, electronic payments, and government modernization.

**Alice Jacobsohn, Esq.**  
Director, Government Relations  
American Payroll Association

3:00 p.m. – 4:30 p.m.

General Session

### 30901 | Ensuring Compliance in a Multi-State Environment

FOS: Taxes/1.5 RCHs/1.5 CPE credits

Amplified by COVID-19, mobile workforces are trending. Complying with the IRS and one state's tax code is complicated, but multi-state employers' headaches are multiplied exponentially. Join us as we discuss the impacts we face as multi-state employers and review the state compliance challenges that we should prepare for in a growing remote and multi-state environment.

**Luanne Brown, CPP**  
Director, Payroll Services  
Florida State University

**Jeffrey Jacob, CPA, CPP**  
Assistant Comptroller  
Illinois State University

## WEDNESDAY, OCTOBER 26

10:15 a.m. – 11:30 a.m.

Closing General Session

### 40401 | Payroll Controls Automation

FOS: Technology/1.0 RCH/1.0 CPE credit

What is automation, what are the controls, and how can automation be accomplished using existing and new tools with little to no investment needed. Join us for an interactive and informative session.

**Matthew Busanic**  
Director, Human Capital Advisory  
KPMG LLP

**Dimitris Papageorgiou**  
Principal  
KPMG LLP



# WORKSHOP SESSIONS

## SUNDAY, OCTOBER 23

### Workshop Session 1

2:00 p.m. – 3:30 p.m.

#### **10201 | Adapting to Today's Hybrid Workforce Through Time Management and Flexibility**

FOS: Business Mgmt. & Organization/1.5 RCHs/1.5 CPE credits

The pandemic has changed the way we work forever. How do you thrive in a hybrid work environment? How do you manage your time working remotely? Learn tips on how to manage your work time and calendar, block distractions, and plan needed breaks.

##### **Christine Ness, CPP**

Director, Payroll Services

University of San Francisco

#### **10202 | Fundamentals of Payroll in Higher Education**

FOS: Business Mgmt. & Organization/1.5 RCHs/1.5 CPE credits

This session will concentrate on the terminology and types of employees and payments that are unique to the higher ed community. From adjunct faculty, exempt and nonexempt employees, to grants, work study, and student FICA issues. If you are new to higher ed payroll processing or need a refresher, this session is for you.

##### **Glenna Bennett, CPP**

Director, Payroll Services

The George Washington University

##### **Karen Phillips**

Director, Payroll

Swarthmore College

### Workshop Session 2

4:00 p.m. – 5:30 p.m.

#### **10401 | Nonresident Alien Students and Faculty, Basics**

FOS: Taxes/1.5 RCHs/1.5 CPE credits

Many nonimmigrants are taxed differently than U.S. persons. This session gives an overview of issues to consider when paying nonresident alien students, faculty, and researchers. We'll explore tax residency, sourcing rules, proper classification of income, federal income tax and FICA/MQFE withholding, reporting requirements, and potential tax code- and treaty-based exemptions from withholding.

##### **Terri Crowl**

Content/Compliance Specialist

Thomson Reuters

#### **10402 | Payroll Reconciliations and Managing Common Errors**

FOS: Accounting/1.5 RCHs/1.5 CPE credits

Do you find your reconciliation process lacking or needing an overhaul? Understanding what different agencies are looking for can help establish a process that will keep your company compliant and ahead of the curve when it comes to common errors. Join us as we identify what payroll elements should be reconciled, how often reconciliations should be performed, and what sources should be used.

##### **Laurel Serra, CPP**

Director, Payroll Training

American Payroll Association

##### **Kevin Valuet, CPP**

Director, Payroll Training

American Payroll Association



# WORKSHOP SESSIONS

## MONDAY, OCTOBER 24

### Workshop Session 3

10:15 a.m. – 11:45 a.m.

#### 20501 | Ensuring Your Forms 1042 and 1042-S Are Completed Correctly

FOS: Taxes/1.5 RCHs/1.5 CPE credits

Forms 1042 and 1042-S are highly-specialized forms specific to payments to nonimmigrants. Odds are that your organization makes payments that should be reported on these forms. Join us to learn who should be filing them, what income they are used to report (including some wages!), how to choose the proper income, exemption, and other codes, what filing deadlines apply, and more.

##### Terri Crowl

Content/Compliance Specialist  
Thomson Reuters

#### 20502 | Garnishments, Levies, and More

FOS: Business Law/1.5 RCHs/1.5 CPE credits

Paying employees accurately includes precise withholding for involuntary deductions. Deducting incorrect amounts could subject an employer to penalties, a lawsuit, or could require the employer to pay for amounts not deducted. In this session, we'll reveal how employers can determine the legal amount to withhold and what priority to do it in for garnishments, levies, and more.

##### Laurel Serra, CPP

Director, Payroll Training  
American Payroll Association

#### 20503 | Local Payroll Compliance, Part 1

FOS: Taxes/1.5 RCHs/1.5 CPE credits

Local payroll taxes are often misunderstood and confusing. Each locality may have a different set of guidelines and requirements. This session will discuss the basics of handling local payroll taxes, including the different names and withholding types. We will also discuss similarities and provide an overview of some states, such as Colorado, Indiana, Maryland, Michigan, Oregon, and West Virginia.

##### Jill Taylor, CPP

Director, Payroll and Student  
Employment Services  
Bucknell University

##### Kevin Valuet, CPP

Director, Payroll Training  
American Payroll Association

### Workshop Session 4

1:00 p.m. – 2:30 p.m.

#### 20701 | Termination and Severance Pay

FOS: Business Law/1.5 RCHs/1.5 CPE credits

The way we hire and where we hire is something we are all struggling with in higher education. Along with the onboarding and state tax compliance we grapple with we also need to be aware of some of the challenges we may encounter when we part ways with our employees. This session will help you identify the questions and processes you need to use for termination and severance payments.

##### Luanne Brown, CPP

Director, Payroll Services  
Florida State University

##### Daniel Dycus, CPP

Senior Director  
American Payroll Association

#### 20702 | The Payroll Impacts of Faculty Contracts

FOS: Business Law/1.5 RCHs/1.5 CPE credits

This session will review how to ensure that your faculty contracts are being paid correctly. What is deferred pay? Do you pay over 9 or 10 months? Or spread the pay evenly over 12? Come hear from three institutions, both public and private, with a faculty population from 300 to 3,800, who will discuss their payment procedures and how they process faculty payroll.

##### Jeffrey Jacob, CPA, CPP

Assistant Comptroller  
Illinois State University

##### Karen Phillips

Director, Payroll  
Swarthmore College

##### Kathy Rice

Director, Payroll  
Midwestern State University

#### 20703 | Workday Roundtable

FOS: Information Technology/1.5 RCHs/1.5 CPE credits

Join other users to discuss Workday hot topics. Bring your questions as we discuss our challenges and successes together.

##### Christine Ness, CPP

Director, Payroll Services  
University of San Francisco

##### Jill Taylor, CPP

Director, Payroll and Student  
Employment Services  
Bucknell University

##### Laurel Serra, CPP – Moderator

Director, Payroll Training  
American Payroll Association

# WORKSHOP SESSIONS

## Workshop Session 5

3:00 p.m. – 4:30 p.m.

### 20901 | Banner Roundtable

FOS: Information Technology/1.5 RCHs/1.5 CPE credits

Join other users to discuss Banner hot topics. Bring your questions as we discuss our challenges and successes together.

#### Glenna Bennett, CPP

Director, Payroll Services  
The George Washington University

#### Karen Phillips

Director, Payroll  
Swarthmore College

#### Laurel Serra, CPP – Moderator

Director, Payroll Training  
American Payroll Association

### 20902 | Independent Contractors vs. Employees

FOS: Business Law/1.5 RCHs/1.5 CPE credits

We'll review everything you and your employees need to know to properly classify workers, avoid reclassification, and understand the cost of reclassification when it occurs. The IRS bases its classification on three factors: the degree of behavioral control over the worker; the degree of financial control over the worker; and the type of relationship between the parties.

#### Jeffrey Jacob, CPA, CPP

Assistant Comptroller  
Illinois State University

### 20903 | Local Payroll Compliance, Part 2

FOS: Taxes/1.5 RCHs/1.5 CPE credits

Some local tax guidelines and requirements are more complex than others. This session will focus on complex local taxing entities, including those from the states of Kentucky, Ohio, and Pennsylvania. Understanding the basics of local taxes is important before attending this session. Therefore, it is strongly suggested that you attend Local Payroll Compliance, Part 1, but it is not required.

#### Jill Taylor, CPP

Director, Payroll and Student  
Employment Services  
Bucknell University

#### Kevin Valuet, CPP

Director, Payroll Training  
American Payroll Association

# TUESDAY, OCTOBER 25

## Workshop Session 6

8:30 a.m. – 10:00 a.m.

### 30201 | Emotional Leadership and How It Drives Projects

FOS: Personal Development/1.5 RCHs/1.5 CPE credits

How does one show you are angry on the job? How about disappointment or fearful? Project leadership is far more than resource management. In order to achieve great results, project leaders also need to manage their own emotions and to interpret and work with the emotions of others. This session will help you identify emotional intelligence needs to drive project success.

#### Jeffrey Hill, CPP

Payroll Consultant  
Omnipoint Staffing, LLC

### 30202 | Nonresident Alien Taxation and Withholding for J, F, and M Visa Holders

FOS: Taxes/1.5 RCHs/1.5 CPE credits

In this session, you will learn the basics of nonresident taxation with a particular focus on the J, F, and M visa categories. We will cover onboarding, exemptions to counting days under the substantial presence test, treaty eligibility differences per visa category and income type, withholding obligations, and employer reporting obligations.

#### Will Drath

Nonresident Tax,  
HR/Payroll Operations  
University of Missouri

#### Enda Kelleher

Vice President - US & Canada  
Sprintax

### 30203 | Paid Family and Sick Leaves – From Perk to Mandate

FOS: Business Law/1.5 RCHs/1.5 CPE credits

Paid leave laws and regulations vary based on leave for employees for their own illnesses, leave when employees are caring for family members, and leave related to adoption and childbirth. State laws also vary by covered employer/employees, number of paid days off, and calculation methods. Hear about trends as requirements have changed significantly in the past few years.

#### Alice Jacobsohn, Esq.

Director, Government Relations  
American Payroll Association

#### Christine Ness, CPP

Director, Payroll Services  
University of San Francisco

# WORKSHOP SESSIONS

## Workshop Session 7

10:15 a.m. – 11:45 a.m.

### 30401 | Intelligent Automation in Higher Ed Institutions

FOS: Technology/1.5 RCHs/1.5 CPE credits

Low code, hyper-automation, workflow orchestration: how can they be leveraged to improve operations, reduce effort, and increase quality in all your payroll and HR-related transactional activities? Join us for a discussion around what is hype vs. real, and be ready to engage in an interactive and informational session.

#### Matthew Busanic

Director, Human Capital Advisory  
KPMG LLP

#### Dimitris Papageorgiou

Principal  
KPMG LLP

### 30402 | Paying Employees Working Globally

FOS: Business Mgmt. & Organization/1.5 RCHs/1.5 CPE credits

In a global economy, educational institutions are forming strategic educational and research partnerships beyond the borders of the United States. The increase in work-from-anywhere arrangements has resulted in the development of policies and procedures for paying the remote workforce. We will discuss the challenges in managing and paying employees in other countries.

#### Glenna Bennett, CPP

Director, Payroll Services  
The George Washington  
University

#### Nancy Hinchcliff, CPA

Assistant VP, HR Payroll  
Management  
Temple University, Philadelphia

### 30403 | PeopleSoft Roundtable

FOS: Information Technology/1.5 RCHs/1.5 CPE credits

Join this interactive roundtable to share your successes, issues, and pressing questions on using PeopleSoft for North America. We'll discuss configuration, processes, and reporting strategies to ensure success.

#### Daniel Dycus, CPP

Senior Director  
American Payroll Association

#### Jeffrey Jacob, CPA, CPP

Assistant Comptroller  
Illinois State University

## Workshop Session 8

1:45 p.m. – 2:45 p.m.

### 30701 | Pivoting for Success

FOS: Personal Development/1.0 RCH/1.0 CPE credit

How do we return to normal in today's world? No matter what, character ultimately determines our ability to survive and thrive. To enhance your vision, change your energy, and move forward with reaching your goals, we will discuss: possibilities and priorities, preparation and positivity, perseverance and perceptions, and finding your ideal path.

#### Daniel Dycus, CPP

Senior Director  
American Payroll Association

### 30702 | The Three Ts of Implementing – Test, Test, and Test

FOS: Computer Software & Applications/1.0 RCH/1.0 CPE credit

Implementing a new system is a challenging period for everyone. The first couple of payrolls can be fraught with issues – people getting paid wrong, not having accurate direct deposit, just to name a few. To mitigate this risk, it is imperative to follow the three t's of implementation: test, test, and test. Doing so will help mitigate errors with that very critical first payroll.

#### Jeffrey Hill, CPP

Payroll Consultant  
Omnipoint Staffing, LLC

### 30703 | Tips, Tricks, and FAQs for the Form W-4

FOS: Taxes/1.0 RCH/1.0 CPE credit

It's been two years since the Form W-4 drastically changed. Join us as we discuss the challenges we're facing today in process and in helping our employees fill out the form accurately. We'll share some tips, tricks, and other solutions for how payroll professionals can tackle not only challenges, but also frequently asked questions. Be ready for this interactive discussion!

#### Luanne Brown, CPP

Director, Payroll Services  
Florida State University

#### Laurel Serra, CPP

Director, Payroll Training  
American Payroll Association

# WORKSHOP SESSIONS

## WEDNESDAY, OCTOBER 26

Workshop Session 9

8:30 a.m. – 10:00 a.m.

### 40201 | Form 1095-C Basics and Beyond

FOS: Taxes/1.5 RCHs/1.5 CPE credits

The Affordable Care Act (ACA) requires an applicable large employer (ALE) to offer health care insurance to its full-time employees and provide both full-time and enrolled employees with a Form 1095-C, *Employer-Provided Health Insurance Offer and Coverage*. We will discuss the form in the context of changing health care coverage and how to avoid trips and falls.

**Alice Jacobsohn, Esq.**

Director, Government Relations  
American Payroll Association

### 40202 | Managing Overpayments

FOS: Business Law/1.5 RCHs/1.5 CPE credits

Overpayment administration goes beyond recognition and prevention. Overall overpayment management also requires handling, tracking, and processing of repayments. This session will discuss the differences between overpayments and advances, communication with employees, establishing repayment guidelines, documenting overpayment processes, and record retention needs.

**Kevin Valuet, CPP**

Director, Payroll Training  
American Payroll Association

### 40203 | Student Employment, Scholarships, and Fellowships

FOS: Business Law/1.5 RCHs/1.5 CPE credits

Student employment, scholarships, fellowships, graduate assistants, taxable tuition, lions, tigers, and bears, OH MY! If your payroll office is like mine, you are asked questions about all of these situations. In this session we will look at the different areas where student employment impacts the payroll process.

**Luanne Brown, CPP**

Director, Payroll Services  
Florida State University

# CONFERENCE DETAILS

## Conference Location

MEET Las Vegas

233 S. 4<sup>th</sup> Street • Las Vegas, NV 89101

(702) 734-6338

## Hotel Accommodations

Golden Nugget Hotel & Casino

129 East Fremont Street • Las Vegas, NV 89101

Reservations: (800) 331-5731

The Educational Institutions Payroll Conference (EIPC) has reserved a block of guest rooms at the Golden Nugget Hotel & Casino at the rate of \$139 for Saturday, October 22, and \$69 for Sunday, October 23, through Tuesday, October 25, single occupancy plus fees and taxes. **The special rates are available until September 30, 2022.** 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 and using **Group Code GSAPI22** to receive the group rate for the American Payroll Association EIPC. Hotel reservations can also be made via APA's dedicated hotel website: <https://bit.ly/22-EIPC-Hotel>. After September 30, 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.

## Registration Fees

Fees include: refreshment break, cocktail reception, and dinner on Sunday; continental breakfast, refreshment breaks, and lunch on Monday and Tuesday; and continental breakfast on Wednesday.

# Educational Institutions Payroll Conference | Registration Form

Register online: [www.americanpayroll.org/EIPC22](http://www.americanpayroll.org/EIPC22)

1 Registration	
<b>Event Code: 22EIPCON</b>	
<input type="checkbox"/> I am an APA MEMBER. ID# _____	\$1,339
<input type="checkbox"/> I am a COLLEAGUE of an APA Member (at the same street address) .....	\$1,460
Colleague's ID #: _____	
Member's Name: _____	
Member's ID #: _____	
<input type="checkbox"/> I am not an APA Member or Colleague. ID# (if known) _____	\$1,639
<input type="checkbox"/> I would like to join APA now AND register at the member rate:	
EIPC Registration Fee.....	\$1,339
Annual Membership Dues*.....	\$275
One-Time Enrollment Fee.....	\$35
<b>TOTAL</b> .....	<b>\$1,649</b>

2 Registrant Information (please print)	
<b>Registrant's Primary Address</b>	
Name: _____	
Title: _____	
Organization: _____	
Street Address: _____	
City: _____	
State/Province: _____ Country: _____	
Zip + 4-Digit/Postal Code: _____ + _____	
Phone: _____	Fax: _____
(Area/Country Code)	(Area/Country Code)
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)	
<b>Special Dietary Request:</b> <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 October 2 cannot be guaranteed.	
<b>Needed for new member enrollment</b>	
Birth date: ____/____/____	
<b>All Attendees Please Complete This Section.</b>	
In case of emergency contact:	
Name: _____	
Relation to Attendee: _____	
Preferred Phone: _____	

**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? \_\_\_\_\_

3 Payment Information	
Payment in U.S. dollars must accompany registration form.	
Currency Converter: <a href="http://www.xe.com">www.xe.com</a>	
<b>Three Enrollment Options:</b>	
<input type="checkbox"/> <b>Online</b> <a href="http://www.americanpayroll.org/EIPC22">www.americanpayroll.org/EIPC22</a>	<input type="checkbox"/> <b>Fax</b> (210) 224-6038
<input type="checkbox"/> <b>Mail</b> To address below	
<input type="checkbox"/> <b>I authorize the API Fund for Payroll Education, Inc. to charge my:</b>	
<input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	
<b>Card is: (check one)</b> <input type="checkbox"/> Corporate <input type="checkbox"/> Personal	
Card #: _____	
Exp. Date: _____ CVV Code: _____	
Name on Credit Card: _____	
Signature of Cardholder: _____	
<input type="checkbox"/> <b>Purchase Order #:</b> _____ (for government agencies/universities only)	
<input type="checkbox"/> <b>CREDIT ON ACCOUNT</b>	
<input type="checkbox"/> <b>Make CHECK payable and mail to:</b>	
<b>American Payroll Association</b> 660 North Main Avenue, Suite 100 San Antonio, TX 78205-1217 <b>Email:</b> <a href="mailto:apa@americanpayroll.org">apa@americanpayroll.org</a> • <b>Visit:</b> <a href="http://www.americanpayroll.org">www.americanpayroll.org</a> <b>Phone:</b> (210) 224-6406 • M-F, 7 a.m. – 5 p.m. CT	
<input type="checkbox"/> I agree to the Event Policies found at <a href="http://bit.ly/APA-policies">bit.ly/APA-policies</a> , and the Health and Safety Procedures found at <a href="http://bit.ly/H-S-Procedure">bit.ly/H-S-Procedure</a> which include providing proof of full COVID-19 vaccination or negative COVID-19 test for all in-person events.	

\*Dues are subject to change without notice and are nonrefundable. Membership is on an individual basis; corporate memberships are not available. 100% of APA membership dues are deductible as an ordinary business expense.

## 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](http://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 17.5 RCHs, 1.75 CEUs, and 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).

Last updated: 09/02/22

EMT: 9V

FOR OFFICE USE ONLY:			
Date: _____	Order #: _____	Batch #: _____	Event Code: 22EIPCON
Group #: _____	Check #: _____	C/P: _____	Total: \$ _____