



2019

GLOBAL PAYROLL MANAGEMENT

CERTIFICATE PROGRAM

*Uncover the best practices for building
a successful global payroll strategy*

2 Programs in 2019

Earn up to 18 RCHs, 1.8 CEUs, or 21 CPE credits
Field of Study: Business Management & Organization

GPMI 
Global Payroll Management Institute

www.GPMInstitute.com

GLOBAL PAYROLL MANAGEMENT CERTIFICATE PROGRAM

Addresses the **challenges** a global payroll organization faces such as **standardization**, **consistency**, and **building an internal structure** that supports paying employees globally.

Learning Objectives:

- Define your organization's current state and review different global payroll delivery models
- Create a global matrix of data to collect
- Understand the importance of a country's culture and how it will impact your project
- Develop a plan that supports implementation, ongoing operations, and vendor management



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*

INTRODUCTORY AND DISCOVERY PHASE

- Get started on your global journey
- Define current state and process mapping
- Understand data collections and stakeholders
- Create payroll service delivery model
- Understand cultural and language requirements
- Develop a business case

THE STRATEGY PHASE

- Define your organization's goals and objectives
- Create corporate governance model
- Understand deployment and operational strategies

THE DESIGN PHASE

- Define compensation work rules and benefits
- Build a data matrix for each country's compliance requirements
- Blueprint the global payroll structure and design

THE IMPLEMENTATION PHASE

- Finalize plans for implementation
- Launch the project and kickoff
- Manage scope
- Define change management
- Establish training plan and communication
- Evaluate the project

GLOBAL PAYROLL CASE

- Develop and manage a global payroll operation
- Identify global talent

STRUCTURING GLOBAL PAYROLL OPERATIONS

- Build high performance global teams
- Manage vendor partnerships
- Understand global communications
- Create business continuity

2019 Global Payroll Management Certificate Program | Registration Form

Register online: www.GPMInstitute.com

1 Registration		
Please register me for the following Certificate Program:		
City	Date	Course Code
<input type="checkbox"/> Atlanta, GA	July 15-17	19GPM02C
<input type="checkbox"/> Dallas, TX	March 6-8	19GPM01C
TOTAL PRICE.....		\$1,335

2 Registrant Information (please print)	
Registrant's Primary Address	
Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> _____	
Title: _____	
Organization: _____	
Street Address: _____	
City: _____	
State/Province: _____ Country: _____	
Zip + 4-Digit/Postal Code: _____ + _____	
Phone: _____	Fax: _____
<small>(Area/Country Code)</small>	<small>(Area/Country Code)</small>
Email: _____	
<small>(For official GPMI communications and registration confirmations)</small>	
Please indicate if you are: <input type="checkbox"/> CPA <input type="checkbox"/> PA (For NASBA reporting purposes)	
Special Dietary Request: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Gluten-free	
<input type="checkbox"/> Kosher <input type="checkbox"/> Vegan <input type="checkbox"/> Dairy Allergy	
<input type="checkbox"/> Peanut Allergy <input type="checkbox"/> Shellfish Allergy	
Special dietary requests received less than two weeks from event start date cannot be guaranteed.	
Registrant's Secondary/Home Address	
Street Address: _____	
City: _____	
State/Province: _____ Country: _____	
Zip + 4-Digit/Postal Code: _____ + _____	
Phone: _____	Fax: _____
<small>(Area/Country Code)</small>	<small>(Area/Country Code)</small>
Email: _____	
Are you a GPMI Subscriber? (Check One)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please Sign Me Up	

Have you ever:

Purchased something from the GPMI? Yes No

If yes, what name was it under? _____

What was the company name? _____

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

3 Payment Information	
Payment in U.S. dollars must accompany registration form. Currency Converter: www.xe.com	
Three Enrollment Options:	
<input type="checkbox"/> Online	<input type="checkbox"/> Fax <input type="checkbox"/> Mail
www.GPMInstitute.com	(210) 224-6038 To address below
<input type="checkbox"/> I authorize the GPMI to CHARGE my:	
<input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	
Card is: (check one) <input type="checkbox"/> Corporate <input type="checkbox"/> Personal	
Card #: _____	
Exp. Date: _____ CVV Code: _____	
Name on Credit Card: _____	
Signature of Cardholder: _____	
<input type="checkbox"/> I agree to the cancellation policies found at www.GPMInstitute.com	
<input type="checkbox"/> Purchase Order #: _____ (for government agencies/universities only)	
<input type="checkbox"/> Make CHECK payable and mail to:	
Global Payroll Management Institute c/o APA Customer Service 660 North Main Avenue, Suite 100 San Antonio, TX 78205-1217 Email: support@gpmiinstitute.com • Visit: www.GPMInstitute.com Phone: (210) 224-6406 • M-F, 8 a.m.-6 p.m. CT if you require special services, please call Customer Service at least 14 days in advance of the event.	

Registration Confirmation and 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 GPMI's website, www.gpmiinstitute.com, at least 30 days before the seminar date. If you have not received a confirmation email one week prior to your seminar, please contact Customer Service at the number above.

Schedule: 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 GPMI's website, www.gpmiinstitute.com, 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 Customer Service at (210) 224-6406 to receive a Transfer/Substitution form. Each transfer/substitution is subject to a \$55 administrative charge and the difference of the new course price.

Credit for Recertification and Continuing Education: GPMI 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. GPMI'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 GPMI 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: Global Payroll Management Institute, Attn: Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. 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.

2019 RCH Recertification Credit Hours (RCH) are awarded by the GPMI for pre-approved payroll learning events.