



Frequently Asked Questions

AMERICAN
PAYROLL
ASSOCIATION

APA Bookshelf

LINK FOR APA BOOKSHELF: <https://bookshelf.americanpayroll.org/>

Q. Is the website for the APA Bookshelf on the APA website?

A. Yes. You can find a link for the APA Bookshelf on the APA home page under both the “Compliance” and “News & Resources” tabs under the heading [Books & Products](#). The direct link for the APA Bookshelf is <https://bookshelf.americanpayroll.org>, which you can bookmark or add to your favorite sites using your web browser.

OFFLINE FUNCTIONALITY

Q. Is there offline functionality for the APA Bookshelf?

A. Generally, the APA Bookshelf is an internet-based product, so you must be connected to the internet and must be logged in with your APA ID or User Name and password for access. The core publications of Payroll Source Plus® are updated and require an online connection with your APA User Name and password. These include *The Payroll Source*®, *APA’s Guide to State Payroll Laws*, *Federal Payroll Tax Laws & Regulations*, and *Federal Payroll Non-Tax Laws & Regulations*.

There are some static publications on the Bookshelf (generally added annually and *not* updated throughout the year) that can be downloaded and accessed offline. Static downloadable publications with offline functionality include *The Payroll Source*® study guide version, *APA’s Guide to Local Payroll Taxes*, *APA’s Guide to Federal and State Garnishment Laws*, *APA’s Guide to Federal and State Wage & Hour Laws*, *Payroll Currently*, and *PayState Update*.

Caution: Because these publications are not updated during the year, readers using these publications must check to ensure that the content has not been updated since the date of publication.

UPDATES

Q. How often are updates made to the publications on the APA Bookshelf?

A. Many of the publications are updated throughout the year, generally on a quarterly basis, or as needed based on major changes to laws, regulations, and guidance. This includes *The Payroll Source*®, *APA’s Guide to State Payroll Laws*, *Federal Payroll Tax Laws & Regulations*, and *Federal Payroll Non-Tax Laws & Regulations*. These books are also printed, with new editions published each year in March.

Static publications are generally replaced on the Bookshelf with the current edition once per year. They are not updated until the next annual edition is available. These publications may be downloaded or viewed online in the e-reader. These publications include *The Payroll Source*® study guide version, *APA’s Guide to Local Payroll Taxes*, *APA’s Guide to Federal and State Garnishment Laws*, and *APA’s Guide to Federal and State Wage & Hour Laws*.

ONLINE EDITIONS

Q. The publication I purchased is not updated throughout the year. How long will I have access to it?

A. If you purchased *APA's Guide to Local Payroll Taxes*, *APA's Guide to Federal and State Garnishment Laws*, or *APA's Guide to Federal and State Wage & Hour Laws*, you have access to a static electronic version on the APA Bookshelf and a downloadable PDF file. Your access to both ends when the next edition is published. So, for example, if you purchased the 2020 edition of *APA's Guide to Local Payroll Taxes*, you can view it and download it until the 2021 edition is published. Once the 2021 edition is published, the 2020 edition is removed from the APA Bookshelf.

THE PAYROLL SOURCE® STUDY GUIDE VERSION

Q. What is the difference between *The Payroll Source*® study guide version and *The Payroll Source*® Online?

A. *The Payroll Source*® study guide version is the same as the print edition of *The Payroll Source*® and is not updated throughout the year. For example, *The Payroll Source Study Guide, 2020-2021*, is the complete 2020 edition of *The Payroll Source*® for those studying for CPP or FPC exams administered from September 14, 2020, through September 4, 2021. It is current as of January 1, 2020. (CPP or FPC exams administered from September 5, 2020, through September 10, 2021, feature questions based on federal laws and regulations in effect as of January 1, 2020). *The Payroll Source*® Online is updated throughout the year and will contain more up-to-date information as the year goes on. This means it will be different from the study guide version at some point.

Q. Can the entire *The Payroll Source*® publication be saved as a PDF? Can I keep it after my subscription ends?

A. The study guide version has links at the beginning of the Table of Contents that provide an easy way to download the PDF version of the study guide, as well as its supplement. This means you can keep *The Payroll Source*® study guide version and its Supplement after your subscription ends. The current version, which is updated during the year, cannot be downloaded or saved.

Q. Can I get the PDF version of *The Payroll Source*® if I bought the hardcover book?

A. APA does not provide the PDF of *The Payroll Source*® study guide version to hardcover book purchasers. The PDF version is available only if you purchase the online version in one of APA's Bookshelf products (e.g., *Payroll Source Plus*® or *The Payroll Source*® Online).

Q. If there are two study guide versions of *The Payroll Source*® available, which one do I use?

A. Until mid-year, two study guides are available. Both are clearly labeled with the edition year. The description for each explains which certification exams apply. Around July 1, the previous year's edition of the study guide is removed from the APA Bookshelf when related exam periods have ended. This does not prevent you from downloading it before July 1.

LOGGING OUT

Q. What happens if I do not log out and try to log back in?

A. After you have finished your session, remember to log out. If you are on a page of a publication (opened from the Table of Contents or by clicking on a link from the Search window), click on the Home icon (shaped like a house; the word “Home” appears when you hover your mouse over it). You can also log out from the Search window or the My Bookshelf page by clicking the Menu link, which will bring out a prompt to search or log out.

If you do not log out and instead hit the X button on your browser to close it, the system will think you are still logged in. If you try to log in again, you may receive a message that you have exceeded the maximum number of user sessions allowed under your license. If you log out correctly when you are done with your session, there is no limit to the number of times you can log in and out.

If you find yourself locked out, wait 30 minutes and log in again. The problem should have resolved itself since sessions expire after 30 minutes of inactivity.

ARCHIVES

Q. Does APA maintain previous editions of its publications?

A. Generally, only the current year publications are available. The previous year’s edition of *The Payroll Source*® study guide version is available until July 1 of the current year. The previous year’s issues of the newsletters are also available (e.g., throughout 2020, all of the 2019 issues of *Payroll Currently* and *PayState Update* are available; in 2021, all the 2020 issues will continue to be available).

INTERNET BROWSER

Q. Does the APA Bookshelf perform better using a particular internet browser?

A. The most commonly used web browsers include Apple Safari, Google Chrome, Microsoft Edge, Mozilla Firefox, and Opera. You can use any of the major web browsers in a reasonably current version (check the numeric version of your browser). APA does not recommend one browser over the other. However, in our use and testing of the platform, our staff generally uses Chrome and Firefox. There may be issues if you use Internet Explorer.

DEVICE USE

Q. Can I use the APA Bookshelf on my computer and smartphone?

A. Yes. You can use the APA Bookshelf on your computer, laptop, tablet, and smartphone. This makes it very easy to access whether you are in the office or working from a different location, such as an offsite meeting or home office.

Be advised that you cannot use the APA Bookshelf on more than two devices at the same time. Otherwise, the system thinks multiple users are trying to access it and will lock you out when you try to access it from a third device.

PRINTING

Q. Can I print from the online publications?

A. Yes. You can print directly from the e-reader or you can download and print certain publications, including *The Payroll Source*® study guide version, *APA’s Guide to Local Payroll Taxes*, *APA’s Guide to Federal and State Garnishment Laws*, *APA’s Guide to Federal and State Wage & Hour Laws*, *Payroll Currently*, and *PayState Update*. For more information about printing, see the How to Use the APA Bookshelf guide at <https://bookshelf.americanpayroll.org/how-to-use-apas-ebook-platform/4>.

ANNUAL SUBSCRIPTION, RENEWAL, AND COST

Q. Does my annual one-year subscription start at the beginning of a calendar year (January 1), when I purchase it, or when I first use it?

A. Your one-year subscription begins when you purchase it. It is not based on the calendar year or when you first start using your subscription. For example, if you purchased your subscription on July 1, 2020, but do not use it until July 10, 2020, you will still have access only through June 30, 2020.

Q. How do I know the expiration date for my subscription?

A. Your profile on the APA website (log in to americanpayroll.org required) includes a feature called “My Subscriptions” that allows you to easily see your subscriptions and their expiration dates. You can also consult your purchase email or call APA Customer Service.

Q. If I renew my subscription before it ends, will the new subscription date begin with the renewal date or the end date of the previous subscription?

A. A renewed subscription begins when the previous subscription ends. For example, if your subscription runs through June 30, but you renew in May, the new subscription will expire at the end of the following June. You are not penalized for renewing early.

Q. I'm considering a purchase of Payroll Source Plus® or Federal and State Payroll Compliance Resource. Is there any way to try them out first?

A. Yes. APA offers a 30-day free trial of *Payroll Source Plus®* and *Federal and State Payroll Compliance Resource*. These free trials are accessed through the APA Bookshelf and are limited to one per customer.

Q. Is the purchase price for a subscription a one-time fee?

A. No. Your purchase price gives you access to one year of the subscription service. If you purchased *Payroll Source Plus®*, *Federal and State Payroll Compliance Resource*, or any of the standalone products, including *The Payroll Source® Online*, you will have access to the publication(s), along with the content updates that are made during that one-year period at no extra charge. This is similar to other online payroll publications in the industry.

Q. Can I share my subscription?

A. No. When you purchase a subscription, you are buying an individual or single-user license in accordance with APA's intellectual property protection policy. See the separate [Terms and Conditions of Use](#). You are using your APA ID or User Name and password to log in and you will see that stamped on your file along with the APA copyright to protect against use infringement.

Q. How do I justify the cost of Payroll Source Plus® to my employer?

A. APA offers *Payroll Source Plus®*, an online payroll compliance and research-ready library, at a competitive and affordable price for payroll professionals. Online competitor publications are typically two to three times this cost. To retain the quality of *Payroll Source Plus®*, APA employs a team of licensed attorneys as legal editors, government relations staff who are at the forefront of the industry, top-notch educational staff, and software engineers to develop the system and make continuous improvements to deliver the results you require.

APA members receive the largest discounts and multi-user licenses are available for three or more people at the same company or in the same local chapter to get an even greater discount and value.

MULTI-USER LICENSES

Q. How do I purchase Payroll Source Plus®, The Payroll Source® Online, or Federal and State Payroll Compliance Resource for multiple people?

A. For significant cost savings, a multi-user license is available for three or more people at the same company or in the same local chapter. This is a smart option for payroll departments and other groups, including local chapters. APA members receive the largest discount and will pay less than half the cost of a regular subscription if they have three or more users. Only the purchaser of the multi-user license needs to be an APA member to receive the member price for all users in the group. For example, if you have three people buying a multi-user license: one member and two nonmembers – all three will each pay the member price as long as the APA member places the order. Each person uses his or her own APA ID or User Name and password to access his or her own subscription.

TRANSFERRING SUBSCRIPTIONS

Q. What happens if I have a one-year subscription and I leave my company? Do I still have the subscription or does it stay with my company?

A. It depends on who purchased the one-year subscription. If it was a personal purchase, then the subscription stays with you and you can continue to use your APA ID or username and your password to log into My Bookshelf. However, if your company purchased the subscription, it may request a transfer of the subscription from you to another employee. The company should contact APA Customer Service.

FPC OR CPP BOOT CAMP

Q. Is Payroll Source Plus® included if I am taking an FPC or CPP Boot Camp?

A. Payroll Source Plus® is not included in APA's FPC and CPP Boot Camp courses but can be purchased separately. If you are an APA member, then you have access to *Payroll Currently* and its features on the APA Bookshelf as a benefit of APA membership.

MORE INFORMATION

Q. What APA Bookshelf resources are available?

A. Resources to help you get the most out of the APA Bookshelf include:

- How to Use the APA Bookshelf guide:
<https://bookshelf.americanpayroll.org/how-to-use-apas-ebook-platform/1>
- APA Bookshelf 60-minute tutorial webinar:
<https://ebiz.americanpayroll.org/ebusiness/Education/ViewClass.aspx?ClassID=5353>
- User tips are emailed monthly and reproduced on the back pages of *Payroll Currently* and *PayState Update*.

CUSTOMER SERVICE

Q. Who do I contact if I have a question about the APA Bookshelf?

A. Please call APA Customer Service at 210-224-6406 or send an email to APA@americanpayroll.org.