



APA BOOKSHELF

AMERICAN
PAYROLL
ASSOCIATION

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 at the top. Links to the APA Bookshelf are also in the [Directory by Category](#), [Alphabetical Directory](#), and 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. 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, *Payroll Practice Fundamentals*, *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. If you would like to keep multiple editions, download the PDF of these publications by clicking the arrow icon. These publications include *The Payroll Source*® study guide version, *Payroll Practice Fundamentals*, *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*.

APA BOOKSHELF Frequently Asked Questions

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 *Payroll Practice Fundamentals*, *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 2021 edition of *APA's Guide to Local Payroll Taxes*, you can view it and download it until the 2022 edition is published. Once the 2022 edition is published, the 2021 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, 2021-2022*, is the complete 2021 edition of *The Payroll Source*® for those studying for CPP or FPC exams administered from September 11, 2021, through September 9, 2022. It is current as of January 1, 2021. (CPP or FPC exams administered from September 11, 2021, through September 9, 2022, feature questions based on federal laws and regulations in effect as of January 1, 2021). *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*®, *The Payroll Source*® Online, or *Federal and State Payroll Compliance Resource*).

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

A. Two study guides are always available. Both are clearly labeled with the edition year. The description for each explains which certification exams apply. The previous year's edition of the study guide is removed from the APA Bookshelf when the next edition of the study guide is published (usually in March). Make sure you download any study guides you wish to keep.

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.

APA BOOKSHELF Frequently Asked Questions

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. There are some exceptions. The previous year's edition of *The Payroll Source*® study guide version is available. The previous year's issues of the newsletters are also available (e.g., throughout 2021, all of the 2020 issues of *Payroll Currently* and *PayState Update* are available; in 2022, all the 2021 issues will continue to be available). You must connect to the internet to access them, but then you can download them and read them offline.

INTERNET BROWSER AND SPEED

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

A. The most commonly used web browsers include Apple Safari, Brave, 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 when you open it, usually in a "settings" area). 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, and we avoid Microsoft Edge or its older version, Internet Explorer. A reliable and fast browser will load pages on the APA Bookshelf quickly and make sure features like the Table of Contents display correctly.

Q. Is internet speed a factor in accessing the APA Bookshelf?

A. Yes. Besides your browser, you can also test the speed of your internet connection to make sure it is reasonably fast. Internet speed will tell you how much data can be transferred over the web, determine what types of activities you can do (e.g., videoconferencing, streaming videos, gaming), and whether multiple devices can connect at once. This is important whether you work at the office, a remote location, or at home. There are different ways to test internet speed, including searching online for "internet speed test" for instructions.

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.

Q. Can I add an icon for the APA Bookshelf to my smartphone's home screen?

A. Yes. In order to make the Bookshelf readily viewable and accessible from your mobile phone, you can add an icon. For an iPhone, open the Safari browser and enter bookshelf.americanpayroll.org in the address bar. Touch the Action Key at the bottom of the screen (square icon with the arrow). The "Add to Home Screen" button will create a shortcut on your home screen. Pressing the "Add to Home Screen" button also allows you to name your shortcut. The process for adding an icon for an Android smartphone is very similar.

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, *Payroll Practice Fundamentals*, *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, 2021, but do not use it until July 10, 2021, you will still have access only through June 30, 2022.

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. Is there a discount for renewing my subscription?

A. When you renew your subscription to Payroll Source Plus® before your expiration date, you can save an additional 15%. Your discount is reflected in your cart at check out. The 15% offer does not apply to multi-user licenses.

Q. Is there an auto-renewal feature I can use for my subscriptions so I have uninterrupted access?

A. Yes. To set up auto-renewal, log in to your account on the APA website and view your account. Click on "My Subscriptions." From there, select the subscription you would like to have auto-renewal for. You will then see a toggle button that will allow you to turn the auto-renewal feature on.

Once auto-renewal is selected, you will receive an email confirming your enrollment. You will be sent a notice 30 days in advance of your renewal date. The [Auto-Renewal Terms and Conditions](#) explain more about how the feature works.

APA BOOKSHELF Frequently Asked Questions

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. At APA, we have a unique combination of expert staff who contribute to the publications. Our staff attorneys research, write, and update the publications. Our Government Relations team works directly with government agency leaders and lawmakers, making sure we have the latest information, and the payroll impact is known. Finally, our expert payroll trainers, who are all payroll practitioners, explain the practical impact of compliance requirements, with detailed examples. With this dedicated team all contributing their first-hand knowledge and expertise, we feel the quality and value of the products is far superior to competing products.

APA members receive the largest discount. To receive an even deeper discount, you should consider the multi-user licenses for three or more people at the same company or in the same local chapter (prices decrease the more licenses you buy). When you renew your subscription to Payroll Source Plus® before the expiration date, the cost is reduced by 15%. You could also consider alternative products that do not cost as much, like Federal and State Payroll Compliance Resource or The Payroll Source® Online.

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 EXAM PREPARATION

Q. Can I use The Payroll Source® Online to study for the CPP exam?

A. Yes. By using The Payroll Source® Online, you can get an overview of the key topic areas on the CPP exam. Sections 1-14 of the The Payroll Source cover payroll topics. At the end of each section there are Review Questions and Exercises, which contain true or false questions and multiple choice questions to test your payroll knowledge. Some sections contain practice problems for you to solve.

Section 15 helps payroll professionals prepare for the CPP exam. This section also contains four practice tests that each have 25 sample questions, for a total of 100 sample questions. There are bonus CPP practice questions and answers only available online. Remember that a number of study aids are available as additional preparation for the CPP exam. No one study tool should be considered the only basis for exam preparation.

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 customerservice@americanpayroll.org.