



Mark your calendar for payroll education

improve compliance, reduce
risk and advance your career

Marty S., CPM -
CPA Member, Ontario Region

U.S. Seminars:

U.S. Payroll Primer for Canadians (3 days)

A comprehensive seminar covering indispensable training and information from workers' status issues to tax withholding, depositing, and reporting procedures.

Payroll Issues in U.S. State Jurisdictions

This intensive seminar provides the information necessary to maintain compliance in every state in which you pay employees. It covers state income tax withholding issues, out-of-state child support withholding orders, residency determinations, fringe benefits issues, and much more.

U.S. Payroll Tax Forum

The critical mid-year update for those processing U.S. payroll.

U.S. Year-end

A comprehensive seminar that guides you through U.S. payroll year-end preparation.

Complex U.S. Payroll Issues I (2 days)

Provides management-level training on vital topics.

Online Professional Development Seminars:

Looking for in-depth learning delivered right to your desk? Get the same great in-class material and instruction in a "virtual classroom" environment. Material is presented in concise, segmented modules and can be accessed from anywhere. Check payroll.ca for new topics in 2018.

Upcoming topics include:

- Payroll System Selection & Implementation
- Managing Garnishments
- U.S. Garnishments
- Workers' Compensation: Payroll's Responsibility
- Year-end & New Year Requirements

CANADIAN PAYROLL ASSOCIATION PROFESSIONAL DEVELOPMENT SEMINARS 2018

The Canadian Payroll Association (CPA) is the authoritative source for Canadian payroll knowledge, professional development, advocacy and professional certification. Seminars are open to both CPA members and non-members. For more on the benefits of membership visit payroll.ca



"The content and presentations by speakers are always high-quality and engaging. Most importantly, the Professional Development Seminars enable me to grow professionally and personally, as well as share my learnings with colleagues."

Donna C., CPM
Member, Pacific Region

Staying compliant is one of the biggest challenges employers face.

With more than 200 federal and provincial regulatory requirements, new legislation and changes each year, payroll challenges are always present. Canadian Payroll Association (CPA) Professional Development Seminars are designed specifically to help meet the challenges faced by payroll professionals.

CPA plain language seminars are the most efficient and effective way to stay current, improve compliance and reduce the risk of audits and penalties. Whether you are new to payroll or a seasoned professional, you'll find learning opportunities that are right for you.

Join us for professional development education and you'll gain knowledge that pays – for you, your organization and every employee.

"Very hands-on material ready to transfer into my job. Thank you for a really wonderful session. The facilitator made this session greatly enjoyable."

Seminar Participant

CPA seminars help to improve compliance, reduce risk and advance careers.

2018 Professional Development Seminars

Certified Members earn **Continuing Professional Education (CPE)** hours.

Want to become certified? Learn more at payroll.ca

Teresa S., PCP - CPA Member, Prairie Region



Introductory Seminars:

These seminars are ideal for those new to payroll or who need a refresher. They are geared to provide introductory information for someone just entering the payroll field or for the staff of payroll professionals.

Learning Payroll I

A comprehensive introduction to the payroll function especially designed for new staff with no or limited exposure to payroll and junior payroll staff and practitioners returning to the payroll field.

Learning Payroll II

Expand on the concepts from Learning Payroll I by exploring more complex processes and government requirements. It is a comprehensive and interactive seminar.

Introduction to Federal Year-end

Designed for payroll practitioners preparing year-end for the first time and for payroll professionals, accountants and managers who need a refresher on the year-end process.

Introduction to Quebec Year-end

Designed for payroll practitioners preparing year-end for the first time or for payroll professionals, accountants and managers who need a refresher on the year-end process, specific to Quebec.

Payroll Accounting - Basic Principles

Gives you the knowledge and skill required to excel at your accounting responsibilities within the payroll function.

Payroll Administration in Canada (5 days)

This is a five-day intensive seminar that will provide a solid foundation in payroll for anyone new to the function or a refresher for those returning to or gaining responsibility for payroll.

Payroll Administration in Quebec (2 days)

Designed to give you a solid foundation in the basics of payroll in Quebec.

Communication for the Payroll Professional

A highly interactive workshop designed for payroll professionals to build their written, verbal and non-verbal communication skills. Using in-depth coaching with payroll-specific scenarios and content, this workshop will enhance your writing skills, develop your active listening skills, and teach you to communicate with confidence.

Compliance Seminars:

These seminars are geared to provide timely and accurate information for people responsible for payroll on topics relevant to their day-to-day operations.

Taxable Benefits and Allowances

Provides legislative details on a number of common benefits and allowances, their statutory withholding treatment, and year-end reporting requirements.

Employment Standards

A comprehensive introduction to the standards of employment across the country including jurisdiction-by-jurisdiction overview of key areas including: hours of work, holidays, leaves, vacations, etc.

HR Fundamentals for the Payroll Professional

Learn the key functions within HR—from recruitment to termination of employment and gain a deeper understanding of what is expected from HR including best practices and key skills.

Special Payments & Completing the ROE

Provides a comprehensive overview of the payroll implications of special payments that fall outside of the norm in processing payroll. The program also deals with the correct completion of the Record of Employment (ROE).

Year-End and New Year Requirements

Win the year-end reporting race and get a head start on the New Year requirements. Participants will gain a thorough understanding of existing payroll legislation and practices to ensure their organization's current payroll is accurate, and will look ahead to expectations for the new year and beyond.

Terminations

Provides you with the tools you need to successfully administer, supervise and oversee a termination of employment including a comprehensive overview of all the steps and requirements involved to reduce liability and the costs.

Legislative Update: Year-end & New Year Requirements (1/2 day)

Focuses on what is changing legislatively for year-end and what to anticipate for the new year (does not review the year-end process; see 1-Day Seminar).

Pensions & Benefits from a Payroll Perspective

Provides you with the opportunity to examine the variability of pension plans and group benefits from a payroll perspective.

Advanced Seminars:

These seminars are designed to provide information on complex payroll topics.

International Assignments

Prepares you for the implications of paying international assignees, either Canadians who are working in another country or other national employees who transfer to Canada.

Best Practices of Employee Group Benefits

Explores the advanced tools of the employee benefits industry to help you become a better negotiator at renewal.

Webinars:

When you can't leave the office for even a day, try a webinar for a streamlined learning experience on topics of interest to payroll, accounting and HR practitioners. Webinars are offered live year-round and archived for on-demand viewing. New topics are presented monthly - check payroll.ca for the latest schedule.

Continuing Professional Development

Each of these seminars are a full day 8:30-4:30 pm and provide 7.5 hours of Continuing Professional Education (CPE).

Enroll in a PD seminar today!

Register online at payroll.ca

For more information call 416.487.3380 ext. 118 or 1.800.387.4693 ext. 118

For up-to-date schedules and a complete listing of CPA seminars offered in your region, visit payroll.ca