TEAM TRAINING BUNDLE

The Leader in Payroll Training



NATIONAL PAYROLL INSTITUTE

PAYROLL IS AT THE HEART OF EVERY BUSINESS.

Ensuring your payroll is professionally managed is critical to keeping employees engaged and motivated, and your business operating smoothly.

Equipping your Payroll team with the expertise provided by the National Payroll Institute is one of the best ways to protect the health of your business — supporting employee engagement, reducing turnover, providing critical data analysis and insights for business decision-making, and mitigating financial and brand risks associated with payroll errors.

As Canada's leader in payroll education, we know that when it comes to training, one-size does not fit all. That's why we are introducing **Team Training Bundle** – exclusively for Organizational Members. This is an ideal opportunity for Payroll, HR, and Finance teams of various sizes and levels of experience. Investing in training for your team shows that you truly care about their professional development and about the short- and long-term health of your organization.



OUTSTANDING VALUE WITH ONE SIMPLE PURCHASE



FLEXIBILITY
Use your training credits for any team member, at any time throughout the year

VALUE
Investing in a Team Training Bundle will allow you take advantage of additional, complimentary training opportunities for your team

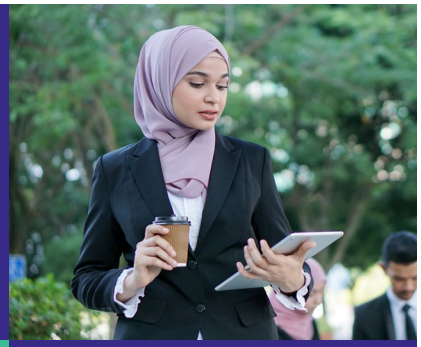
PRACTICAL AND CONVENIENT
Available in formats that work for your team and business, in a cost-effective manner

TRUSTED EXPERTISE
Seminars are delivered by leading Canadian payroll experts

CUTTING EDGE STANDARDS
Stay on top of business-critical standards, rules and legislation

Browse our seminars and webinars to find the educational opportunities that best align with your team's unique needs.

BUSINESS CRITICAL TRAINING FOR YOUR PAYROLL TEAM

Establishing Payroll Foundations	Mastering Complex and Changing Legislation	Upgrading: Payroll for Leadership	
	Bridging HR and Payroll	Managing Quebec Specific Requirements	Managing Challenging Pay Exceptions
Year-end	Choose Your Bundle	Contact Us	

ESTABLISHING PAYROLL FOUNDATIONS

Your team needs to bring their A-game to the ABCs of payroll: a rock-solid foundation is essential to building your business. These seminars cover the groundwork of payroll, from the integrating payroll with Accounting, Finance, and HR, to the legislative updates and reconciliations of the year- end process. Help your team build the underpinnings of employee satisfaction, legislative compliance, and business protection.

Seminars Options

- Learning Payroll 1
- Learning Payroll 2
- Payroll Accounting
- Payroll Essentials for Accounting & HR
- Introduction to Federal Year-End
- Payroll Administration in Ontario
- Payroll Administration in Quebec
- Payroll Administration in Alberta
- Payroll Administration in BC
- **WEBINARS:**
  - How Income Tax Works



COURSES LISTED ABOVE ARE IDEAL FOR:
New hires with limited payroll experience, team members connected to but not actively processing payroll.

MASTERING COMPLEX AND CHANGING LEGISLATION

Change is a constant in payroll; keeping up with legislative shifts is essential to protecting your business from costly non-compliance and legal issues. The sessions outlined below provide the expertise payroll professionals need to hit legislative curve balls that comes their way. Participants will come away with an in-depth understanding of all aspects of employment standards as well as the latest updates and tips on how to navigate complex legislation. They will understand the key concepts used by CRA and RQ to evaluate taxable benefits.

Seminar Options:

- Employment Standards
- Taxable Benefits
- **WEBINARS:**
  - Province of Employment – New CRA Policy
  - Vacations – Accessing Your Policies and Procedures
  - Dental Benefits Act – Impact on Payroll Reporting Requirements
  - C / QPP Enhancement – Phase 2

COURSES LISTED ABOVE ARE IDEAL FOR:
Team members with payroll experience who need to update their legislative compliance knowledge; HR professionals with some payroll responsibilities.



UPGRADING PAYROLL FOR LEADERSHIP

Honing your team's technical skills builds the scope and power of your overall business. From learning Excel's secrets to conquering project management essentials, these training options will propel your team to next-level performance. Your team will learn how to create rich analysis reports, the techniques needed to communicate their benefits and applications, and will be inspired to cultivate a culture of learning throughout your business.

Seminar Options:

- Communication for the Payroll Professional
- Essentials of Project Management
- Excel Training for Payroll Specialists
- Excel Pivot Table Training for Payroll Specialists
- Excel Power Query for Payroll Specialists
- **WEBINARS:**
  - Payroll Internal Audit
  - The Customer Service Experience
  - Future of Payroll Analytics



COURSES LISTED ABOVE ARE IDEAL FOR:
Team members that are motivated to take their careers to the next level by enhancing their technical, analytical and interpersonal skills.

BRIDGING HR AND PAYROLL

HR and Payroll are intertwined. We have the perfect learning opportunities for members of your payroll team who have HR responsibilities, providing them with the tools to navigate the employee lifecycle from hiring to retirement. From establishing good HR practices in hiring and onboarding to analyzing and negotiating employee benefits, these seminars and webinars provide the tools and expertise that are essential to the current and future financial well-being of all employees as well as your business.

Seminar Options:

- Payroll Essentials for Accounting and HR
- Terminations
- Pensions and Retirement Plans: Payroll's Responsibility
- Best Practices of Employee Group Benefits
- Developing Your Employee Handbook
- **WEBINARS:**
  - Dispelling The Myths On Conditions of Employment
  - A Growing Trend: Unlimited Vacation
  - Navigating the HR & Legal Landscape: What You Need To Know
  - 2024 Hiring and Compensation Trends for Hiring Managers
  - Conducting Effective Workplace Investigations
  - Fostering Employee Engagement and Well Being

COURSES LISTED ABOVE ARE IDEAL FOR:
Team members who have both HR and payroll responsibilities or oversight.



MANAGING QUEBEC SPECIFIC REQUIREMENTS

Payroll in Quebec is as distinct as the province itself, necessitating a special knowledge-base and skill set for your payroll team. From labour standards to year-end reporting, your payroll team will become fluent in the intricacies and idiosyncrasies of the legislative and legal requirements of "la belle province".

Seminar Options:

- Introduction to Quebec Year-End
- Quebec Labour Standards
- Box-by-Box Quebec Reporting & RL1
- **WEBINARS:**
  - C/QPP Enhancement – Phase 2



COURSES LISTED ABOVE ARE IDEAL FOR:
Team members who are responsible for processing payroll in Quebec.

MANAGING CHALLENGING PAY EXCEPTIONS

In payroll, the exceptions often rule. Understanding the anomalies is as important as understanding the fundamental principles. It is critical to prepare your team for all of payroll's exceptions, from the delicate professionalism required for garnishments to the imperative needs of the Record of Employment and the singularities of payroll management for First Nation employees.

Seminar Options:

- Managing Garnishments
- Special Payments
- Completing the ROE
- Workers' Compensation
- **WEBINARS:**
  - Processing Complex Termination Settlements
  - International Assignments



COURSES LISTED ABOVE ARE IDEAL FOR:
Team members required to have the technical expertise to manage unique and often sensitive circumstances around pay.

YEAR-END

For payroll, year-end requirements are always changing and complex. This playbook will help to reduce your team's stress at this crucial time of year. These courses will prepare them a review of income tax changes, Employment Insurance (EI) reform, and permanent paid sick leave requirements. It will build their abilities and agility to avoid compliance issues and mitigate your business's risk for potential errors and audits.

Seminar Options:

- The Complete Year-End Package
- Legislative Updates: Year-End & New Year
- Introduction to Federal Year-End
- Introduction to Quebec Year-end

Options:

- **WEBINARS:**
  - Summer Balancing: Avoiding the Pier



COURSES LISTED ABOVE ARE IDEAL FOR:
Team members who are required to know how to process year-end, and be aware of important, annual updates to payroll legislation.

CHOOSE YOUR BUNDLE

Your business and team are unique: flexibility and customization are essential to how you operate. We have the answer. When you invest in purchasing a bundle of seminars to support your teams training needs, you'll receive access to webinars for added value and learning!

SEMINAR BUNDLE OPTIONS	1-day Seminars ($349 value, 7.5 hours)	On-Demand/ Archived Webinars ($49 value, 60-90 minutes in length)	Access Time (months)	Bonus Webinar (Current & Emerging Payroll Trends)	Price
A	3	3	12	/	$1,049
B	5	6	14	On-demand access	$1,749
C	10	12	16	On-demand access	$3,499
D	15	18	18	Private, Live webinar	$5,299
E	20	24	24	Private, Live webinar	$6,999

How It Works:

- Select a bundle based on the needs of your team.
- Contact **hello@payroll.ca** to ask questions or purchase your bundle!
- Receive a promotional code to use to register for seminars/webinars.
- Select any full-day seminars (7.5 hours) or 60-90 minute, on-demand webinars of **any topic** that are offered by the Institute at the time of registration.
- Share the code with your team to register or complete registrations through the National Payroll Institute.

CONTACT US TODAY!

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