



# Guide on How to Submit a Payroll Experience Prerequisite Application (PEPA)

# Guide to submitting your PEPA

## PRE-REQUISITE

In order to register in the Payroll Leadership Professional (PLP) program, every applicant must:

- Hold a valid Payroll Compliance Professional (PCP) designation;
- Have two (2) years of weighted payroll experience, including being responsible for the payroll function of an organization, being accountable to management for the accuracy of employees' pay and all government statutory remittances, or equivalent experience; and
- Obtain work experience within the past five (5) years.

## PREPARING YOUR APPLICATION

To submit your application(s), please follow these guidelines.

- If, in your current position, you have at least two (2) years of applicable weighted payroll experience, submit one PEPA for your current position.
- If, in your current position, you have less than two (2) years of applicable weighted payroll experience, and you have other applicable weighted experience within the past five (5) years, submit a separate PEPA for each position.
- If you are not currently working in payroll, but your applicable weighted payroll experience totals more than two (2) years within the past five (5) years, submit a separate PEPA for each position to cover the two-year weighted period.

## DOCUMENTATION CHECKLIST

The following documents must be submitted with each application in order for it to be considered complete and ready for assessment by the National Payroll Institute. Each position is assessed individually, so an application and supporting documentation are required for every payroll position being verified.

- A current chronological resume that includes all relevant payroll employment history, including applicable start and end dates (list both month and year) for each position up to the date of application.
- A job description for the payroll position being submitted.
- Completed application(s), verified by your employer/manager, for each payroll position.

**Note:** A verifier is a person who is/was your direct reporting supervisor/manager and has a professional business relationship with you (family members are not eligible to be verifiers). The email address you provide for your verifier must be professional (company-specific). Verifier emails from Hotmail, Rogers, Gmail or other personal accounts will not be permitted.

## APPLICATION ACCESS

If you are eligible to apply for the PEPA, the link to submit your application can be found [here](#).

### Steps to submit PEPA

#### Step 1 – Completed by the Candidate:

**Part 1: My Profile:** The contact information is obtained from the National Payroll Institute's profile. It is important to keep your contact information up to date. You can review and update your details at any time through the Profile section of our website. If you need any assistance with updating your contact information, please contact us at [membership@payroll.ca](mailto:membership@payroll.ca).

**Part 2: Professional Experience:** Complete sections 2a – 2d, which review the professional experience that you would like to apply to your payroll work experience requirement.

- If, in your current position, you have less than two (2) years of applicable weighted payroll experience, you must complete a separate application form (Parts 1 to 5) for each additional payroll position being submitted for review.

**Part 3: Business Profile:** Provide additional information about the organization and the position being submitted for assessment, including how many years you have been responsible for payroll activities at the organization and the type of industry (i.e., private, public, self-employed, etc.).

**Part 4: Verification Information:** Provide the organization and the contact information of the person who would be in a position to verify the accuracy and completeness of the Information provided in this application.

Note: If you are self-employed, provide us with contact information of a person with whom you have a professional relationship (for example, a client). In this case, you may be contacted by the National Payroll Institute for an interview.

**Part 5:** You must declare that all information provided is complete, accurate and aligned with the National Payroll Institute's [code of conduct](#). In order for the application to be submitted to your employer/ manager/supervisor for verification of the content, and ultimately to the National Payroll Institute for assessment. You will not be able to submit the application if any of the required fields or supporting documentation are missing.

## Step 2 – Completed by the Verifier:

Once the application is submitted, an email will be issued automatically to your verifier, providing a link to the application and explaining the role of the verifier. At the top of each application screen, directions are provided to the verifier, instructing them to review each section of the application. Verifiers will not be able to edit any part of your original submission.

The verifier's responsibility is to review the application, confirm that the information portrayed is accurate, provide feedback, and submit the verified PEPA to the National Payroll Institute for assessment.

**Part 6: Verifier's Declaration:** Once the verifier has reviewed all screens comprising the application, they will reach the Verifier's Declaration page.

The verifier may add comments in the space provided, should they feel any part of application requires revision.

The verifier must choose one of the two following options:

- He/she agrees that all of the information provided in the application is accurate which will then submit the application to the National Payroll Institute office for assessment; or
- He/she can request that the application be revised by you. With this option, the application will be returned to you, and you will be required to make changes before resubmitting to the verifier. Comments provided by the verifier(s) will provide guidance on the areas requiring revision and any issues for consideration.

Note: The revised application(s) must be resubmitted to the verifier by the candidate until the verifier declares the accuracy of the information and submits the application to the National Payroll Institute for assessment

### Step 3 – Completed by the National Payroll Institute:

#### Assessment of the PEPA

After receipt of the complete verified application and documentation from the verifier, the National Payroll Institute will review and assess the application and documentation and will determine if the experience meets the work experience requirement for the PEPA

The number of months is calculated based on the start and end date of the position as reported in the application. If no end date is listed, the position is assumed to be ongoing, and the end date used will be the date of the application submission.

The number of months you were in the position that falls within the PEPA eligibility window is then calculated. These months are then multiplied by the percentage of time that you spent on payroll activities in your position to determine the number of months accepted toward the PEPA for this position.

A notification e-mail will be sent to you from the National Payroll Institute with the final status of your work experience application within thirty (30) calendar days of the receipt of the completed and verified online application.

**Important:** Please review this guide carefully before submitting your application and supporting documentation to ensure everything is complete. Once your application has been submitted, you can check the application's status online on the electronic application site at any time.

Status	Explanation
<b>Draft</b>	The application is still in the draft stage and has not been submitted
<b>Verification</b>	The application is pending approval from the verifier
<b>Assessment</b>	The application is pending review and approval from the Institute
<b>Approved</b>	The application has been approved
<b>Rejected</b>	The application has been rejected
<b>Returned to Applicant</b>	The application has been returned the applicant for further clarification or modification