

# New Decade, New Learning

With more than 200 federal and provincial regulations, new legislation and changes each year, the 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. And with an average evaluation score of 4.5 out of 5, you can be confident that you've enrolled in a quality seminar.

Plan ahead with topics like *Learning Payroll*, *Excel Training for the Payroll Professional*, *Employment Standards*, *Taxable Benefits & Allowances*, and ensure your spot in one of these seminars.

**Act today!**

“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  
CPA Member

# Our seminars help to ensure compliance, reduce risk and advance careers.

## 2020 Professional Development Seminars

Register online at [payroll.ca](http://payroll.ca)

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

### 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.

#### 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 an 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. Explore the key elements of the communication process, enhance your writing, develop active listening skills, communicate with influence and delegate for greater results.

### Excel Training for Payroll Professionals

Enhance your Excel skills, increase your productivity and improve the accuracy of your reports to ensure compliance with the various government requirements. Learn through hands-on, interactive exercises tailored to the roles and responsibilities of payroll professionals, and explore Excel tips and tricks to make everyday activities and reporting more efficient.

### NEW Payroll Administration in Ontario

This two-day seminar goes beyond clarifying the federal requirements to take a deep dive into the specific requirements for employers in Ontario. Topics include: Labour and Employment Standards, Workers' Compensation, Employer Health Tax and Managing Garnishments.

### NEW Pivot Table Training for Payroll Professionals

Developed for payroll professionals to enhance their Excel skills. Increasing your excel expertise will increase your productivity

and make your reports more comprehensive, to ensure compliance with various government requirements.

### 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.

### NEW Developing Your Employee Handbook

Because payroll practitioners are increasingly wearing multiple hats, they may even be expected to take the lead on developing, revising and updating their organization's employee handbook. Whatever the level of your involvement, this workshop will provide a comprehensive, hands-on review of how employment policies are drafted, revised and enforced. You will also be able to recognize some of the potential legal pitfalls that go along with developing an employee handbook.

### 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.

### Terminations

Provides you with the tools you need to successfully administer, supervise and oversee a termination of employment – including employment/labour standards, human resources issues, types of payments, retiring allowances and the Record of Employment.

### 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.

### 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).

### 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.

### 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.

### 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 professionals. Webinars are offered live year-round and archived for on-demand viewing. New topics are presented monthly - check payroll.ca for the latest schedule.

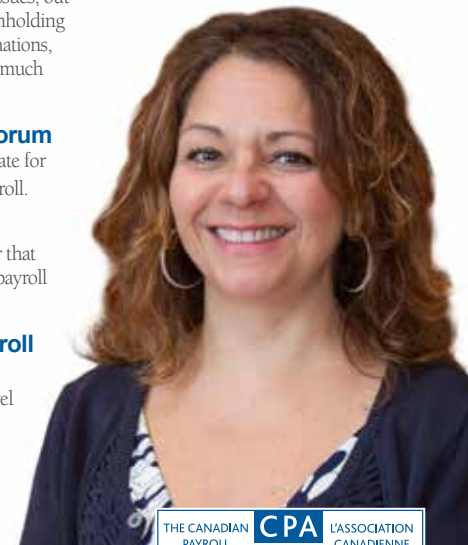
Recent topics include:

- BC Employer Health Tax Reconciliation
- Payroll Balancing and Reconciliation
- Understanding and Managing the Risks of Phishing Scams
- Vacations - Assessing Your Policies and Procedures
- Senior Leadership Webinar Series
- Dispelling the Myths on Conditions of Employment

## Continuing Professional Development

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

Teresa S., PCP - CPA Member, Prairie Region



## 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.

Upcoming topics include:

**Payroll Essentials for Accounting & HR Professionals**

**Quebec Labour Standards**

**Payroll System Selection & Implementation**

**Managing Garnishments**

**U.S. Garnishments**

**Workers' Compensation: Payroll's Responsibility**

**Year-end & New Year Requirements**

**Introduction to Federal Year-end**

**Introduction to Quebec Year-end**

# CANADIAN PAYROLL ASSOCIATION PROFESSIONAL DEVELOPMENT SEMINARS 2020

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](http://payroll.ca)

