

EDUCATIONAL INSTITUTIONS PAYROLL CONFERENCE

Legislative and regulatory compliance updates
for payroll professionals in education

15-18 October 2023
Hyatt Regency Aurora-Denver
Conference Center
Aurora, Colorado



Payroll.org/EIPC

Earn up to 18 RCHs, 1.8 CEUs, and 18 CPE credits

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LEARNING OBJECTIVES

- Understand how payroll analytics can optimize your payroll process and procedures
- Develop an understanding of what is necessary when entering a new locality, state, or territory
- Compare and contrast your organization's process and procedures to trends in shared services and payroll best practices
- Identify nonresident alien student and faculty reporting requirements

AGENDA

All times are Mountain Time (MT)

SUNDAY, 15 OCTOBER

1:00 p.m. – 5:30 p.m.		Registration
2:00 p.m. – 3:30 p.m.		Workshop Session 1
3:30 p.m. – 4:00 p.m.		Refreshment Break
4:00 p.m. – 5:30 p.m.		Workshop Session 2
5:30 p.m. – 7:30 p.m.		Cocktail Reception and Dinner

MONDAY, 16 OCTOBER

7:30 a.m. – 12:00 p.m.		Registration
7:45 a.m. – 8:30 a.m.		Continental Breakfast
8:30 a.m. – 9:45 a.m.		Welcome Remarks Opening General Session
9:45 a.m. – 10:15 a.m.		Refreshment Break
10:15 a.m. – 11:45 a.m.		Workshop Session 3
11:45 a.m. – 1:00 p.m.		Networking Lunch
1:00 p.m. – 2:30 p.m.		Workshop Session 4
2:30 p.m. – 3:00 p.m.		Refreshment Break
3:00 p.m. – 4:30 p.m.		Workshop Session 5

TUESDAY, 17 OCTOBER

7:45 a.m. – 8:30 a.m.		Continental Breakfast
8:30 a.m. – 10:00 a.m.		Workshop Session 6
10:00 a.m. – 10:15 a.m.		Refreshment Break
10:15 a.m. – 11:45 a.m.		Workshop Session 7
11:45 a.m. – 1:45 p.m.		Luncheon General Session
1:45 p.m. – 3:15 p.m.		Workshop Session 8
3:15 p.m. – 3:30 p.m.		Refreshment Break
3:30 p.m. – 5:00 p.m.		General Session

WEDNESDAY, 18 OCTOBER

7:45 a.m. – 8:30 a.m.		Continental Breakfast
8:30 a.m. – 10:00 a.m.		Workshop Session 9
10:00 a.m. – 10:15 a.m.		Refreshment Break
10:15 a.m. – 11:30 a.m.		Closing General Session

GENERAL SESSIONS*

*Faculty and program are subject to change without notice.

MONDAY, 16 OCTOBER

8:30 a.m. – 9:45 a.m.

Opening General Session

20301 | Walk It Like You Talk It: The Practice of Growth Mindset in Education

FOS: Personal Development / 1.0 RCH / 1.0 CPE Credit

Carolina Caro, PCC, CSP, CDP, CDE
Keynote Speaker, Trainer, and Facilitator



The American education system is in the midst of a transformation to achieve the complex demands of 21st-century learning. These changes require a mindset shift to approach improvement strategies with the type of cutting-edge innovation that will introduce new models, systems, and processes to implement sustainable change. Can you resonate with the following common challenges experienced in education:

Breaking the habit of doing things the way they've always been done; creating the psychological safety for people to be bold enough to speak up, to take big swings, and to try new approaches; or embracing mistakes, inviting constructive feedback, and celebrating the challenges that are all part of change?

If your workplace environment is struggling with some or all of these, then you're completely normal. Educators are intimately familiar with the concepts of growth mindset since these ideas are embedded in all modern curriculum. And yet, it can be challenging to model these practices within the leadership of our academic centers. This session will explore the barriers to implementing growth mindset, practicing the four ingredients for growth, and learning practical growth mindset strategies.

TUESDAY, 17 OCTOBER

11:45 a.m. – 1:45 p.m.

Luncheon General Session

30501 | Income Tax Treaties – A Basic Primer

FOS: Taxes / 1.0 RCH / 1.0 CPE Credit

Be a hero to your payees and learn the basics of income tax treaties! This session will provide a basic overview of income tax treaties, how they can provide federal withholding exemptions on the most common types of payments made by higher

education organizations to foreign nationals, the paperwork required to honor requested exemptions, and how to report treaty-exempted income to the IRS.

Terri Crowl
Content and Compliance Specialist
Thomson Reuters



3:30 p.m. – 5:00 p.m.

General Session

30801 | Working With Child Support Agencies Using Electronic and Online Resources

FOS: Business Law / 1.5 RCHs / 1.5 CPE Credits

Learn about electronic processes offered by OCSS to improve communication between stakeholders, electronic income withholding support orders (eIWOs), electronic national medical support notices (e-NMSNs), OCSS's Child Support Portal, reporting lump-sum payments and employee terminations, contract and organization information, child support agencies and OCSS, and using electronic and online resources.

Robyn Large
Child Support Program Specialist,
Division of Federal Services
Office of Child Support Services
Administration for Children and
Families U.S. Department of Health
and Human Services

Tameka Walker
Employer Services Subject Matter
Expert, Office of Child Support
Services Administration for Children
and Families U.S. Department of
Health and Human Services

WEDNESDAY, 18 OCTOBER

10:15 a.m. – 11:30 a.m.

Closing General Session

40401 | Innovative Best Practices: Palm Beach State College, a Two-Time Prism Award Recipient

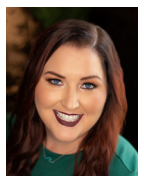
FOS: Business Mgmt. and Org. / 1.5 RCHs / 1.5 CPE Credits

Gain insights from the recipient of the Payroll Prism Awards in 2018 for Overall Best Practices and 2022 for Processes as they exemplify the perpetual pursuit of growth within your institution. Discover how their achievements in 2018 propelled them to further advancements in 2022 and beyond, highlighting the importance of continuous improvement.

Shavasha Barnett
Director, Payroll
Palm Beach State
College



Laurel Serra, CPP
Director,
Payroll Training
PayrollOrg



WORKSHOP SESSIONS

SUNDAY, 15 OCTOBER

Workshop Session 1 • 2:00 p.m. – 3:30 p.m.

10201 | Make Using Analytics Applicable to You

FOS: Information Technology / 1.5 RCHs / 1.5 CPE Credits

Are you wondering how payroll analytics and metrics can help your payroll operation? In this session, we'll provide you with an introduction to analytics and metrics. You will learn how to use internal and external payroll metrics to improve your payroll operation as well as how to present the results of your analytics to management.

James Medlock, CPP

Payroll Compliance Educator

Medlock and Associates

10202 | Record Retention

FOS: Business Law / 1.5 RCHs / 1.5 CPE Credits

Employers are required to maintain a variety of sufficient records to establish compliance with federal and state requirements. Record retention is a vital responsibility for payroll professionals. Learn what documents to keep, why you are keeping them, how long you need to store them, and when to dispose of records.

Lynn Acker, CPP

Consultant

Susan Judah, CPP, SPHR

Senior IT Systems Analyst

City & County of Denver

Workshop Session 2 • 4:00 p.m. – 5:30 p.m.

10401 | Fundamentals of Payroll in Higher Education

FOS: Personnel/Human Resources / 1.5 RCHs / 1.5 CPE Credits

This session will concentrate on the terminology and types of employees and payments unique to the higher education community. From adjunct faculty, exempt and nonexempt employees, to grant, work study, and student FICA issues. If you are new to higher ed payroll processing or need a refresher, this session is for you.

Glenna Bennett, CPP

Director, Payroll Services

The George Washington

University

Karen Phillips

Director, Payroll

Swarthmore College

10402 | Nonresident Alien Students and Faculty, Basics

FOS: Taxes / 1.5 RCHs / 1.5 CPE Credits

Many nonimmigrants are taxed differently than U.S. persons. This session gives an overview of issues to consider when paying nonresident alien students, faculty, and researchers. We'll explore tax residency, sourcing rules, proper classification of income, federal income tax and FICA/medicare qualified federal employee (MQFE) withholding, reporting requirements, and potential tax code- and treaty-based exemptions from withholding.

Terri Crowl

Content and Compliance Specialist

Thomson Reuters

MONDAY, 16 OCTOBER

Workshop 3 • 10:15 a.m. – 11:45 a.m.

20501 | Deceased Employee Wages

FOS: Business Law / 1.5 RCHs / 1.5 CPE Credits

When the unfortunate event occurs, is your company prepared to process payments owed to a deceased employee? Payroll, accounts payable, benefits, and human resources need to interact to ensure payments are processed timely and in accordance with federal and state rules. We'll walk through the process, discuss state laws, and create a company checklist.

Susan Judah, CPP, SPHR

Senior IT Systems Analyst

City & County of Denver

20502 | DOL/FLSA – Basics on Higher Education

Exclusions and Deferred Compensation

FOS: Business Law / 1.5 RCHs / 1.5 CPE Credits

New and experienced higher education payroll professionals join the lively discussion on federal labor regulations that are unique to our industry. Topics include FLSA exclusions for coaches and professors, police time tracking and K9 regulations, student employee classifications, and how to work with other campus offices like HR, student employment, and legal. We will also touch on 409A deferred compensation plans.

Luanne Brown, CPP

Principal Lead, Payroll Center of Excellence

Chick-fil-A, Inc.

20503 | Navigating Nonresident Tax Waters: A Voyage of Case Studies

FOS: Business Mgmt. and Org. / 1.5 RCHs / 1.5 CPE Credits

Join us for an insightful workshop on the intricate landscape of payment scenarios involving nonresident aliens. This workshop will dive into real-world case studies to equip attendees with a deeper understanding of the most frequent payment situations encountered by payroll professionals. You will walk away with actionable insights and knowledge you can immediately apply.

Will Drath
Nonresident Tax,
HR/Payroll Operations
University of Missouri

Enda Kelleher
Vice President
Sprintax Inc.

Zdravka Zlateva
Tax and Compliance Manager
Sprintax Inc.

Workshop 4 • 1:00 p.m. – 2:30 p.m.

20701 | Best Practices for Recouping Overpayments

FOS: Business Law / 1.5 RCHs / 1.5 CPE Credits

Learn the rules when taking deductions from an employee's pay for overpayment of wages, whether one must obtain the employee's permission for the deduction, how the minimum wage affects deductions, and the different state and federal rules. In addition, we'll review the payroll tax process to recoup payments crossing quarters, years, and the impact on the employer and employee's tax filings.

James Medlock, CPP
Payroll Compliance Educator
Medlock and Associates

20702 | Multi-State Taxation and Your Mobile Workforce

FOS: Taxes / 1.5 RCHs / 1.5 CPE Credits

With today's mobile workforce, more employees are working outside the company premises – from their homes and in multiple states. This presents a challenge for employers. When is an employee subject to a state's income tax withholding requirements? How do you tax employees when they are working in more than one state? We will also examine nexus and state reciprocal agreements.

Cheryl Brothers, CPP
HR Director – NAU HR
Solutions Team
Northern Arizona University

Daniel Dycus, CPP
Sr. Director, Education Services
PayrollOrg

20703 | Using Self-Service to its Full Capability

FOS: Computer Software & Applications / 1.5 RCHs / 1.5 CPE Credits

This session talks about current trends and opportunities available for managers and employees using self-service. Self-service is now the norm for most industries, but what does it mean for your organization? What should you consider if implementing for the first time or adding a new feature? How do you get your employees on board? Once you are live, what happens next? Are you finished?

Lynn Acker, CPP
Consultant

Jill Taylor, MBA, CPP
Director, Payroll and Student
Employment Services
Bucknell University

Workshop 5 • 3:00 p.m. – 4:30 p.m.

20901 | Ensuring Your Forms 1042 and 1042-S Are Completed Correctly

FOS: Taxes / 1.5 RCHs / 1.5 CPE Credits

Forms 1042 and 1042-S are highly-specialized forms specific to payments to nonimmigrants. Odds are that your organization makes payments that should be reported on these forms. Learn who should be filing them, what income they are used to report, how to choose the proper income, exemption, and other codes, what filing deadlines apply, and new e-filing requirements for both forms.

Terri Crowl
Content and Compliance Specialist
Thomson Reuters

20902 | The Art of State and Local Payroll

FOS: Taxes / 1.5 RCHs / 1.5 CPE Credits

Ever heard the age old saying "you don't know what you don't know"? When entering a new state or locality, what you don't know could find you out of compliance and cause major issues. Join us as we navigate a listing of key topics and how they could differ between each state and/or locality. We'll highlight potential complexities and also share a reference guide of agencies to get you started.

Laurel Serra, CPP
Director, Payroll Training
PayrollOrg

20903 | The Best Practices to Prevent Fraud

FOS: Business Mgmt. and Org. / 1.5 RCHs / 1.5 CPE Credits

For any company, preventing fraud is an issue that should be at the top of the list when it comes to safeguarding the business and its employees. Fraud comes in many different forms and there isn't just one way to prevent it. There are ways to reduce the risk and protect the company. In this session, we will discuss steps you can take to prevent fraud.

Susan Judah, CPP, SPHR

Senior IT Systems Analyst
City & County of Denver

TUESDAY, 17 OCTOBER

Workshop 6 • 8:30 a.m. – 10:00 a.m.

30201 | Accounting for the Payroll Professional

FOS: Accounting / 1.5 RCHs / 1.5 CPE Credits

Accounting does not have to be the dreaded part of the payroll process. The payroll information is critical for the general ledger, cost distributions, creating management reports, and financial statements. We will discuss terminology, journal entries, accruals, reconciliations, internal controls, unclaimed property, and audits and show their effect on your institution's financials.

Shavasha Barnett

Director, Payroll
Palm Beach State College

Daniel Dycus, CPP

Sr. Director, Education Services
PayrollOrg

30202 | Analytics: Improving Your Payroll Operation and Processes

FOS: Information Technology / 1.5 RCHs / 1.5 CPE Credits

Are you concerned your payroll operation and processes are not operating at peak effectiveness and efficiency? Using payroll Key Performance Indicators, we'll demonstrate methods you can use to track your payroll process and operation's trends and identify areas of weakness. In this session, you will find out how to develop a payroll dashboard to monitor your Key Performance Indicator's trends.

James Medlock, CPP

Payroll Compliance Educator
Medlock and Associates

30203 | Fringe Benefits

FOS: Taxes / 1.5 RCHs / 1.5 CPE Credits

Gain an understanding of how the taxation of unique fringe benefits is handled in higher education. We will explore benefits that can be excluded from income under IRC §132. We will also evaluate fringe benefits that involve more complex analysis to determine taxable amounts such as employer-provided vehicles, tuition waivers, private club expenses, and key employee benefits.

Shannon Kelly, CPP

Payroll Manager
Brigham Young University

Laurel Serra, CPP

Director, Payroll Training
PayrollOrg

Workshop 7 • 10:15 a.m. – 11:45 a.m.

30401 | Correcting the Form W-2 Without Making More Mistakes

FOS: Taxes / 1.5 RCHs / 1.5 CPE Credits

Have you found yourself scrambling to correct Form W-2, or not knowing what has to be done? Are you afraid you'll make more mistakes if you don't know how to make the proper corrections? This session will discuss all the steps you need to take in order to confidently correct a mistake on Form W-2.

Daniel Dycus, CPP

Sr. Director, Education Services
PayrollOrg

30402 | Time Is Running Out: University Case Study on How Best to Change Systems in Payroll

FOS: Business Mgmt. and Org. / 1.5 RCHs / 1.5 CPE Credits

Are your systems old and clunky? Do you have multiple systems that need to consolidate? Hear from a higher ed project manager on how best to tackle an upcoming system change or improve your current implementation. Learn what questions to ask a proposed vendor, suggested resources to call out in the budget, and how to set-up a project structure for success.

Chris Bryan

Vice President
Ecotime by HBS

30403 | Trends in Federal and State Legislation and Regulations

FOS: Business Mgmt. and Org. / 1.5 RCHs / 1.5 CPE Credits

In this session, we will explore trends in federal and state legislation and regulations with payroll impacts for higher education. Learn about the proposed and final requirements in which PayrollOrg engaged and expectations for the next year. Topics include fintech, child support, student loan repayment, and employment taxes.

Alice Jacobsohn, Esq.
Director, Government Relations
PayrollOrg

Workshop 8 • 1:45 p.m. – 3:15 p.m.

30601 | Employee or Independent Contractor: How to Make the Decision

FOS: Taxes / 1.5 RCHs / 1.5 CPE Credits

With the different types of workers in higher education, the requirements for determining whether an individual is an employee or independent contractor is more complicated. In this session, we will discuss the regulatory requirements, why the decision is important to payroll, and approaches to fixing mistakes.

Alice Jacobsohn, Esq.
Director, Government Relations
PayrollOrg

30602 | How to Work With the IRS

FOS: Business Law / 1.5 RCHs / 1.5 CPE Credits

IRS audit. Hearing these words can send fear through even the most honest and prepared taxpayers. Rest assured if you are prepared, a tax audit is less traumatizing than most people fear. Take a deep breath...RELAX. This session will provide insight on preparing for an audit, what to expect, how to organize data for presentation, and your responsibilities during the process.

Jeffrey Jacob, CPA, CPP
Assistant Comptroller
Illinois State University

Neatha Snyder, CPP
Payroll Director
The University of Kansas
Medical Center

30603 | Paying Employees Working Outside the United States

FOS: Business Law / 1.5 RCHs / 1.5 CPE Credits

In a global economy, educational institutions are forming strategic academic and research partnerships beyond the borders of the United States. The increase in work-from-anywhere arrangements has resulted in developing policies and procedures for paying the remote workforce. We will discuss the challenges in managing and paying employees in other countries.

Glenna Bennett, CPP
Director, Payroll Services
The George Washington
University

Nancy Hinchcliff, CPA
Assistant VP, HR Payroll
Management
Temple University

WEDNESDAY, 18 OCTOBER

Workshop 9 • 8:30 a.m. – 10:00 a.m.

40201 | Business Continuity and Disaster Recovery Plans

FOS: Business Mgmt. and Org. / 1.5 RCHs / 1.5 CPE Credits

Disasters come in many forms and often without warning. COVID-19 prompted many employers to reevaluate business continuity plans. It is critical to be prepared to take appropriate actions to protect students, faculty, staff, and visitors to the university. Steps must be taken to minimize damage, and operations must resume quickly. This workshop will present the concepts necessary to build a good recovery and business continuity plan and share lessons learned from personal experience.

Shavasha Barnett
Director, Payroll
Palm Beach State College

Nancy Hinchcliff, CPA
Assistant VP, HR Payroll
Management
Temple University

40202 | Payroll Best Practices

FOS: Business Mgmt. and Org. / 1.5 RCHs / 1.5 CPE Credits

Join us for a discussion of best practice solutions surrounding payroll staffing issues, process changes, documentation mapping, and compliance with ever changing laws and regulations. Hear solutions from a large public institution and a small private college that will help you to maximize best practices at your institution.

Cheryl Brothers, CPP

HR Director, NAU HR

Solutions Team

Northern Arizona University

Karen Phillips

Director, Payroll

Swarthmore College

40203 | Secrets of a Successful Year-End

FOS: Business Mgmt. and Org. / 1.5 RCHs / 1.5 CPE Credits

Have you had to stay late at the office to close out your year-end projects? Have you missed out on holiday activities due to your year-end workload? Is your department unable to take time off during the holidays? Let's discuss how you can alleviate a heavy workload and undue stress by effectively preparing for year-end. Enjoy the next holiday season to the fullest!

Shannon Kelly, CPP

Payroll Manager

Brigham Young University

Laurel Serra, CPP

Director, Payroll Training

PayrollOrg

CONFERENCE DETAILS

Conference Location and Hotel Accommodations

Hyatt Regency Aurora-Denver Conference Center

13200 E 14th Place • Aurora, CO 80011

+1 303 365 1234

The Educational Institutions Payroll Conference (EIPC) has reserved a block of guest rooms at the Hyatt Regency Aurora-Denver Conference Center at the rate of US\$189-US\$219 based on room selection and occupancy, plus fees and taxes. **The special rates are available until 26 September 2023.** Room reservations and hotel arrangements at the Hyatt Regency Aurora-Denver Conference Center are the responsibility of the individual. Reservations can be made directly with the Hyatt Regency Aurora-Denver Conference Center by calling +1 303 365 1234. Hotel reservations can also be made via Hyatt's dedicated hotel website: www.hyatt.com/en-US/group-booking/DENHY/G-10PA. After 26 September 2023, reservations will be accepted on a space available basis and may be at the hotel's prevailing rate. All reservations must be guaranteed by a valid major credit card, which will need to be supplied at the time of the reservation. Any guaranteed reservation not canceled 72 hours prior to arrival will be subject to one night room and tax cancellation fee. Check in time is 3:00 p.m.; check out time is 11:00 a.m.



Dietary Requests and Special Services

Dietary requests made within two weeks from the event start date cannot be guaranteed. By requesting a dietary meal and indicating the meal functions you will be attending, you confirm that you will be eating your dietary meal purchased by PayrollOrg on your behalf. There is no additional charge for the dietary meal(s) unless you elect not to eat it, fail to pick up the dietary meal, or eat a regular attendee meal in its place. In any of these instances, you will be invoiced US\$50 for each dietary meal that you ordered. Dietary requests will be limited and will not be honored on-site.

If you require special services, please call Customer Service at +1 210 224 6406, M-F, 7 a.m. – 5 p.m. CT, at least 21 days in advance of the event.

Registration Fees

Fees include: refreshment break, cocktail reception, and dinner on Sunday; continental breakfast, refreshment breaks, and lunch on Monday and Tuesday; and continental breakfast and refreshment break on Wednesday.

Educational Institutions Payroll Conference | Registration Form

Register online: Payroll.org/EIPC

1

Registration

Event Code: 23EIPCON

☐ I am a PayrollOrg member ID# _____ US\$1,389

☐ I am a COLLEAGUE of a PayrollOrg Member (at the same company) US\$1,509

Colleague's ID #: _____

Member's Name: _____

Member's ID #: _____

☐ I am not a PayrollOrg Member or Colleague. ID# _____ US\$1,689
(if known)

☐ I would like to join PayrollOrg now AND register at the member rate:

EIPC Registration Fee.....US\$1,389

Annual Membership Dues*.....US\$298

One-Time Enrollment Fee.....US\$35

TOTAL.....US\$1,722

2

Registrant Information (please print)

Registrant's Primary Address

Name: _____

Title: _____

Organization: _____

Street Address: _____

City: _____

State/Province: _____ Country: _____

Zip + 4-Digit/Postal Code: _____ + _____

Phone: _____ Fax: _____

(Area/Country Code)

(Area/Country Code)

Email: _____

(For official PayrollOrg communications, registration confirmations, Payroll Currently, and PAYTECH-Digital)

Please indicate if you are: ☐ CPA ☐ PA (For NASBA reporting purposes)

Special Dietary Request: ☐ Vegetarian ☐ Gluten-free ☐ Kosher

☐ Vegan ☐ Peanut Allergy ☐ Dairy Allergy ☐ Shellfish Allergy

Special dietary requests received after 2 October cannot be guaranteed.

Needed for account verification:

Birth date: ____/____/____

All Attendees Please Complete This Section.

In case of emergency contact:

Name: _____

Relation to Attendee: _____

Preferred Phone: _____

3

Payment Information

Payment in U.S. dollars must accompany registration form.

Currency Converter: www.xe.com

Three Enrollment Options:

☐ **Online**

Payroll.org/EIPC

☐ **Fax**

+1 210 224 6038

☐ **Mail**

To address below

☐ **I authorize the API Fund for Payroll Education, Inc. to CHARGE my:**

☐ American Express

☐ Discover

☐ Mastercard

☐ Visa

Card is: (check one) ☐ Corporate ☐ Personal

Card #: _____

Exp. Date: _____ CVV Code: _____

Name on Credit Card: _____

Signature of Cardholder: _____

☐ **PURCHASE ORDER #:** _____ (for government agencies/universities only)

☐ **CREDIT ON ACCOUNT (ID # with Existing COA)**

☐ **Make CHECK payable and mail to:**

PayrollOrg

660 North Main Avenue, Suite 100

Attn: Customer Service

San Antonio, TX 78205-1217 USA

Email: CustomerService@Payroll.org • **Visit:** Payroll.org

Phone: +1 210 224 6406 • M–F, 7 a.m. – 5 p.m. CT

☐ I have read and agree to the Event Policies found at Payroll.org/policies, and the Health and Safety Policies found at Payroll.org/health-and-safety, which include a Personal Accountability Commitment for event attendees. I understand the health and safety policies are subject to change based on CDC guidance or government regulations.



*Dues are subject to change without notice and are nonrefundable. Membership is on an individual basis; corporate memberships are not available. 100% of PayrollOrg membership dues are deductible as an ordinary business expense.

CERTIFICATION

Continuing Professional Education: PayrollOrg is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org. PayrollOrg's CPE sponsor identification number with NASBA is 103152. PayrollOrg will make every effort to resolve complaints regarding NASBA compliance within a reasonable amount of time and in a confidential manner. A formal complaint must be submitted in writing and must set forth a statement of the facts and the specific remedy sought. Submit complaints to: PayrollOrg, Attn: Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217 USA. Certification: +1 210 226 4600.

Continuing Education Credit: Educational Institutions Payroll Conference participants earn up to 18 RCHs, 1.8 CEUs, and 18 CPE credits. No prerequisites or advance preparation required. Course level: Overview. Delivery method: Group Live. See individual descriptions for Field of Study (FOS).

Last updated: 10/2/23

EMT: 9V

FOR OFFICE USE ONLY:

Date: _____ Order #: _____ Batch #: _____ Event Code: 23EIPCON

Group #: _____ Check #: _____ C/P: _____ Total: \$ _____

Have you ever:

Purchased something from PayrollOrg (formerly APA and GPPI)? ☐ Yes ☐ No

Had a membership with PayrollOrg (formerly APA and GPPI)? ☐ Yes ☐ No

If yes, what name was it under? _____

What was the company name? _____