



# 2008 Training Catalog

Your comprehensive guide  
to resources for payroll and  
accounts payable compliance,  
research, and education!



Spring Edition



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—Debbie Cash, CPP  
Payroll Tax Specialist  
The Employer Advantage, LLC

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# APA's 2008 Training Catalog – Spring Edition

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**E-mail us at  
inhouse@americanpayroll.org  
to have an APA training  
program taught on-site at  
your organization.**

# Training Courses

## Payroll Practice Essentials

Part 1: Introductory One-Day Program • Part 2: Basic Two-Day Program • Complete: Comprehensive Three-Day Program

**BONUS!**  
Participants receive APA's  
*Payroll Practice Fundamentals*  
**FREE**  
when attending  
Part Two classes—  
a \$204.95 value!



### How you will benefit

Come away from this flexible three-day program with the payroll knowledge, skills, and abilities required to produce accurate paychecks, ensure payroll compliance, and improve job performance. Attend both Part 1 and Part 2 for the Complete Program covering essentials needed for accurate payroll processing, or either part separately. Part 1, a one-day introductory program, teaches fundamental pay calculations through hands-on exercises. Part 2 is a two-day basic program covering more complex pay calculations and concepts.

### Who should attend

Payroll practitioners in the early stages of their careers, along with accounting, benefits, bookkeeping, human resources administrators, and others interfacing with payroll. The course can help prepare you for the Fundamental Payroll Certification (FPC) exam and Certified Payroll Professional (CPP) exam.

### What you will learn

- Calculate gross and net pay
- Recognize taxable vs. nontaxable fringe benefits
- Withhold, deposit, and report federal income taxes
- Identify an employee
- Prepare and file Forms 941 and W-2
- Understand forms provided by new employees, including Forms W-4, I-9, and W-5

Prices		APA Member	Colleague	Non-Member
		of an APA Member		
	Complete (Parts 1 and 2)	\$999	\$1,044	\$1,149
	Part 1 only	\$379	\$429	\$504
Part 2 only	\$758	\$804	\$855	

## 2008 Schedule

Credits—RCHs: 6 per day • CEUs: 0.6 per day • CPE: 7 per day

Location	Date	Course Code	Location	Date	Course Code	Location	Date	Course Code
<b>Atlanta, GA</b>	Part 1 June 30	08018A	<b>Houston, TX</b>	Part 1 July 21	08023A	<b>Orlando, FL</b>	Part 1 Aug. 4	08028A
	Part 2 July 1-2	08018B		Part 2 July 22-23	08023B		Part 2 Aug. 5-6	08028B
	Complete (Parts 1 & 2)	08018C		Complete (Parts 1 & 2)	08023C		Complete (Parts 1 & 2)	08028C
	Part 1 Sept. 10	08036A		Part 1 Sept. 29	08040A	<b>Philadelphia, PA</b>	Part 1 June 23	08016A
	Part 2 Sept. 11-12	08036B		Part 2 Sept. 30 - Oct. 1	08040B		Part 2 June 24-25	08016B
	Complete (Parts 1 & 2)	08036C		Complete (Parts 1 & 2)	08040C		Complete (Parts 1 & 2)	08016C
<b>Boston, MA</b>	Part 1 April 16	08008A	<b>Kansas City, MO</b>	Part 1 June 18	08015A		Part 1 Sept. 22	08039A
	Part 2 April 17-18	08008B		Part 2 June 19-20	08015B		Part 2 Sept. 23-24	08039B
	Complete (Parts 1 & 2)	08008C		Complete (Parts 1 & 2)	08015C		Complete (Parts 1 & 2)	08039C
	Part 1 July 16	08021A	<b>Los Angeles, CA</b>	Part 1 April 7	08006A	<b>Phoenix, AZ</b>	Part 1 Aug. 20	08034A
	Part 2 July 17-18	08021B		Part 2 April 8-9	08006B		Part 2 Aug. 21-22	08034B
	Complete (Parts 1 & 2)	08021C		Complete (Parts 1 & 2)	08006C		Complete (Parts 1 & 2)	08034C
	Part 1 Sept. 29	08041A		Part 1 Aug. 18	08033A	<b>Reston, VA</b>	Part 1 Sept. 22	08038A
	Part 2 Sept. 30 - Oct. 1	08041B		Part 2 Aug. 19-20	08033B		Part 2 Sept. 23-24	08038B
	Complete (Parts 1 & 2)	08041C		Complete (Parts 1 & 2)	08033C		Complete (Parts 1 & 2)	08038C
<b>Chicago, IL</b>	Part 1 April 14	08007A		Part 1 Oct. 27	08043A	<b>Richmond, VA</b>	Part 1 July 9	08019A
	Part 2 April 15-16	08007B		Part 2 Oct. 28-29	08043B		Part 2 July 10-11	08019B
	Complete (Parts 1 & 2)	08007C		Complete (Parts 1 & 2)	08043C		Complete (Parts 1 & 2)	08019C
	Part 1 July 21	08024A	<b>Milwaukee, WI</b>	Part 1 July 14	08020A	<b>San Diego, CA</b>	Part 1 Aug. 6	08029A
	Part 2 July 22-23	08024B		Part 2 July 15-16	08020B		Part 2 Aug. 7-8	08029B
	Complete (Parts 1 & 2)	08024C		Complete (Parts 1 & 2)	08020C		Complete (Parts 1 & 2)	08029C
	Part 1 Nov. 5	08045A	<b>Minneapolis, MN</b>	Part 1 June 18	08014A	<b>San Francisco, CA</b>	Part 1 July 30	08027A
	Part 2 Nov. 6-7	08045B		Part 2 June 19-20	08014B		Part 2 July 31 - Aug. 1	08027B
	Complete (Parts 1 & 2)	08045C		Complete (Parts 1 & 2)	08014C		Complete (Parts 1 & 2)	08027C
<b>Cleveland, OH</b>	Part 1 July 23	08025A	<b>New Orleans, LA</b>	Part 1 Aug. 11	08031A	<b>San Jose, CA</b>	Part 1 June 16	08013A
	Part 2 July 24-25	08025B		Part 2 Aug. 12-13	08031B		Part 2 June 17-18	08013B
	Complete (Parts 1 & 2)	08025C		Complete (Parts 1 & 2)	08031C		Complete (Parts 1 & 2)	08013C
<b>Columbus, OH</b>	Part 1 June 25	08017A	<b>New York, NY</b>	Part 1 June 9	08011A	<b>Seattle, WA</b>	Part 1 Aug. 25	08035A
	Part 2 June 26-27	08017B		Part 2 June 10-11	08011B		Part 2 Aug. 26-27	08035B
	Complete (Parts 1 & 2)	08017C		Complete (Parts 1 & 2)	08011C		Complete (Parts 1 & 2)	08035C
	Part 1 Aug. 11	08030A		Part 1 Oct. 1	08042A	<b>Tulsa, OK</b>	Part 1 Nov. 3	08044A
	Part 2 Aug. 12-13	08030B		Part 2 Oct. 2-3	08042B		Part 2 Nov. 4-5	08044B
	Complete (Parts 1 & 2)	08030C		Complete (Parts 1 & 2)	08042C		Complete (Parts 1 & 2)	08044C
<b>Denver, CO</b>	Part 1 Aug. 18	08032A	<b>Newark, NJ</b>	Part 1 July 28	08026A	<b>Washington, DC</b>	Part 1 June 11	08012A
	Part 2 Aug. 19-20	08032B		Part 2 July 29-30	08026B		Part 2 June 12-13	08012B
	Complete (Parts 1 & 2)	08032C		Complete (Parts 1 & 2)	08026C		Complete (Parts 1 & 2)	08012C
<b>Detroit, MI</b>	Part 1 July 16	08022A	<b>Orlando, FL</b>	Part 1 April 30	08010A		Part 1 Sept. 15	08037A
	Part 2 July 17-18	08022B		Part 2 May 1-2	08010B		Part 2 Sept. 16-17	08037B
	Complete (Parts 1 & 2)	08022C		Complete (Parts 1 & 2)	08010C		Complete (Parts 1 & 2)	08037C

# Intermediate Payroll Concepts

## How you will benefit

This two-day course provides management-level training on vital topics such as taxable/nontaxable compensation, tax reporting, and payroll leadership issues.

## Who should attend

Ideal for payroll managers, payroll team leaders, tax professionals, those who aspire to advance their payroll careers, those who need to increase payroll proficiency and compliance, and those preparing for the Certified Payroll Professional (CPP) exam.

## What you will learn

- Employees vs. nonemployees – how to make the determination
- Determining when an employee is working under the FLSA
- Managing in a team environment
- Understanding which fringe benefits are taxable and how they affect payroll

**BONUS!**  
Participants receive *APA's Guide to Federal and State Wage & Hour Laws* FREE when attending this course – a \$183.95 value!



2008 Schedule		
Location	Date	Course Code
Boston, MA	April 24-25	081603
Chicago, IL	June 12-13	081606
Houston, TX	July 10-11	081607
Los Angeles, CA	November 3-4	081612
Minneapolis, MN	April 28-29	081604
Nashville, TN	October 16-17	081611
New York, NY	July 21-22	081608
Philadelphia, PA	August 25-26	081609
San Francisco, CA	September 25-26	081610
Washington, DC	June 5-6	081605

**Credits—RCHs: 12 • CEUs: 1.2 • CPE: 14**

Prices	
APA Member	\$778
Colleague of an APA Member	\$824
Non-Member	\$875

# Advanced Payroll Concepts

## How you will benefit

This two-day course provides ways to increase your ROI with enhanced payroll training, while ensuring your ability to prepare Forms W-2c and 941c. It also includes complex benefits issues, an expatriate taxation overview, unemployment insurance, payroll systems, payroll auditing, and leadership concepts.

## Who should attend

Ideal for upper-level payroll managers, compliance officers, tax professionals, and those who aspire to advance their payroll careers, including payroll administrators and directors and those preparing for the Certified Payroll Professional (CPP) exam.

## What you will learn

- FLSA employee classification
- Fringe benefit taxation and reporting requirements
- Family and Medical Leave Act time-off management from the payroll perspective
- Payroll processes compliance audit

**BONUS!**  
Participants receive *APA's Guide to Federal and State Garnishment Laws* FREE when attending this course – a \$183.95 value!



2008 Schedule		
Location	Date	Course Code
Boston, MA	September 25-26	081910
Chicago, IL	August 21-22	081908
Houston, TX	April 28-29	081904
Minneapolis, MN	July 10-11	081906
New York, NY	November 6-7	081912
Orlando, FL	September 22-23	081909
Philadelphia, PA	July 14-15	081907
Phoenix, AZ	June 16-17	081905
San Jose, CA	April 3-4	081903
Washington, DC	September 29-30	081911

**Credits—RCHs: 12 • CEUs: 1.2 • CPE: 14**

Prices	
APA Member	\$778
Colleague of an APA Member	\$824
Non-Member	\$875

# Strategic Payroll Practices

## How you will benefit

This two-day course provides insightful perspectives on complex payroll taxation topics, operational effectiveness, employee development, emerging technologies, and other issues needed to build a successful strategy to lead a payroll department.

## Who should attend

Experienced payroll and tax professionals and managers; administrators and directors who oversee or aspire to manage payroll operations; and anyone preparing for the Certified Payroll Professional (CPP) exam.

2008 Schedule					
Credits—RCHs: 12 • CEUs: 1.2 • CPE: 14					
Location	Date	Course Code	Location	Date	Course Code
Atlanta, GA	July 14-15	08307	Minneapolis, MN	September 29-30	08309
Boston, MA	April 3-4	08303	New York, NY	June 26-27	08305
Dallas, TX	June 9-10	08304	San Jose, CA	August 25-26	08308
Los Angeles, CA	July 10-11	08306	Washington, DC	November 10-11	08310

**BONUS!**  
Receive *APA's Federal Payroll Tax Laws & Regulations* FREE when attending this course – a \$183.95 value!



Prices	
APA Member	\$778
Colleague of an APA Member	\$824
Non-Member	\$875

## What you will learn

- Understanding and identifying the effectiveness of payroll operations
- Managing change in a payroll operation
- Ensuring proper taxation of executive compensation
- Understanding payroll business continuity plans

# Payroll Issues for Multi-State Employers

## How you will benefit

When processing payroll in multiple states, differences in state laws and regulations present unique challenges to professionals responsible for compliance. *Payroll Issues for Multi-State Employers* provides the information necessary to maintain compliance in every state in which you pay employees. This intensive, one-day course covers state income tax withholding issues, minimum wage, tip credit, residency determinations, fringe benefits issues, and much more.

## Who should attend

Payroll, human resources, systems, accounting, and tax professionals who work for organizations with employees in more than one state.

## What you will learn

- When an employee works in more than one state, to which state(s) should withheld income tax and unemployment insurance tax be paid?
- Are electronic paycards prohibited in any state?
- How do you correctly withhold and report taxes for residents and nonresidents?
- Has your state mandated electronic remittance of child support payments?

## 2008 Schedule

Location	Date	Course Code
Atlanta, GA	April 15	08219
Baltimore, MD	April 11	08214
Boston, MA	April 7	08202
Charlotte, NC	April 16	08221
Chicago, IL	April 10	08212
Columbus, OH	April 8	08206
Dallas, TX	April 8	08204
Denver, CO	April 10	08210
Detroit, MI	April 7	08203
Houston, TX	April 7	08201
Indianapolis, IN	April 9	08209
Kansas City, MO	April 9	08207
Las Vegas, NV	April 18	08224
Los Angeles, CA	April 17	08222
Minneapolis, MN	April 11	08215
Nashville, TN	April 18	08225
New York, NY	April 8	08205
Newark, NJ	April 9	08208
Orlando, FL	April 14	08217
Philadelphia, PA	April 10	08211
Phoenix, AZ	April 11	08213
San Francisco, CA	April 16	08220
San Jose, CA	April 15	08218
Seattle, WA	April 14	08216
Washington, DC	April 17	08223

Credits—RCHs: 6 • CEUs: 0.6 • CPE: 7

### Prices

APA Member .....	\$369
Colleague of an APA Member .....	\$419
Non-Member .....	\$474

# Local Income Tax Compliance

## How you will benefit

Gain insight into the procedures and legal hurdles encountered when ensuring local income tax compliance. APA's *Local Income Tax Compliance* course details city, county, and school district tax withholding, reporting, and depositing. This specialized seminar addresses local taxes in Ohio, Pennsylvania, Colorado, Indiana, Kentucky, and Maryland, among other states.

## Who should attend

Payroll, accounting, and tax professionals faced with local income tax compliance issues.

## What you will learn

- Ohio's tax agencies that administer and collect municipal income taxes
- New York's new online tool to determine New York City residency
- New local taxes for Seattle and Pennsylvania
- Whether Missouri city earnings and payroll expense taxes are withheld from an employee's wages or paid by the employer
- APA's efforts to establish county-level collection of Pennsylvania Earned Income Tax

**Webcast Option Available!**  
See page 14.

## 2008 Schedule

Location	Date	Course Code
Atlanta, GA	September 16	081513
Baltimore, MD	September 11	081508
Boston, MA	September 8	081502
Charlotte, NC	September 12	081510
Chicago, IL	September 11	081507
Cincinnati, OH	September 10	081505
Cleveland, OH	September 8	081501
Columbus, OH	September 9	081503
Dallas, TX	September 19	081519
Denver, CO	September 15	081512
Houston, TX	September 18	081517
Los Angeles, CA	September 17	081516
Minneapolis, MN	September 12	081509
Nashville, TN	September 17	081515
New York, NY	September 9	081504
Orlando, FL	September 15	081511
Philadelphia, PA	September 10	081506
Phoenix, AZ	September 16	081514
San Jose, CA	September 18	081518
Seattle, WA	September 19	081520

Credits—RCHs: 6 • CEUs: 0.6 • CPE: 7

### Prices

APA Member .....	\$369
Colleague of an APA Member .....	\$419
Non-Member .....	\$474

## How you will benefit

The *Payroll Tax Forum* is APA's critical mid-year update, including the latest payroll compliance changes coming from Congress and federal agencies such as the IRS, SSA, DOL, and the Department of Homeland Security. This comprehensive, one-day program will prepare you to deal proactively with the details of these changes and keep your organization in compliance.

## Who should attend

Payroll directors and managers, tax and compliance officers, controllers, CFOs, treasurers, and anyone involved with your organization's payroll function.

## What you will learn

- How President Bush's FY 2009 budget proposal impacts payroll
- Final rules on handling "questionable" Forms W-4
- New proposed cafeteria plan rules
- DHS final rules on managing SSA no-match letters

## 2008 Schedule

Location	Date	Course Code
Atlanta, GA	June 18	08509
Baltimore, MD	June 19	08510
Boston, MA	June 16	08502
Charlotte, NC	June 20	08514
Chicago, IL	June 25	08523
Cleveland, OH	June 16	08501
Columbus, OH	June 17	08504
Dallas, TX	June 24	08521
Denver, CO	June 25	08524
Detroit, MI	June 23	08517
Ft. Lauderdale, FL	June 16	08503
Houston, TX	June 23	08518
Indianapolis, IN	June 24	08520
Los Angeles, CA	June 27	08530
Milwaukee, WI	June 26	08526
Minneapolis, MN	June 27	08529
Nashville, TN	June 19	08512
New Orleans, LA	June 20	08515
New York, NY	June 17	08505
Newark, NJ	June 18	08508
Orlando, FL	June 17	08506
Philadelphia, PA	June 18	08507
Phoenix, AZ	June 26	08527
Portland, OR	June 24	08519
Richmond, VA	June 19	08511
San Diego, CA	June 27	08528
San Francisco, CA	June 26	08525
San Jose, CA	June 25	08522
Seattle, WA	June 23	08516
Washington, DC	June 20	08513

Credits—RCHs: 6 • CEUs: 0.6 • CPE: 7

### Prices

APA Member .....	\$369
Colleague of an APA Member .....	\$419
Non-Member .....	\$474

Webcast Option Available!  
See page 14.

## How you will benefit

This one-day class provides a detailed overview of both federal and state garnishment laws and their impact on the payroll process. Learn which order has priority when multiple orders are received, how to handle out-of-state orders, and how to calculate the amount to withhold from the employee's pay.

## Who should attend

Those in payroll, human resources, accounting, and information systems who are involved in administering tax levies, creditor garnishments, and child support orders.

## What you will learn

- The new child support income withholding form
- New state mandates of electronic child support payments
- Handling the first garnishment deduction from an employee's pay
- Creditor garnishments for employees who have federal tax levies
- Multiple withholding orders for one employee
- Out-of-state child support withholding orders

## 2008 Schedule

Location	Date	Course Code
Atlanta, GA	August 20	081325
Baltimore, MD	August 19	081324
Boston, MA	August 11	081311
Charlotte, NC	August 22	081330
Chicago, IL	August 13	081316
Cleveland, OH	August 14	081317
Columbus, OH	August 11	081312
Dallas, TX	August 5	081304
Denver, CO	August 7	081308
Detroit, MI	August 15	081319
Ft. Lauderdale, FL	August 18	081321
Houston, TX	August 22	081329
Indianapolis, IN	August 12	081314
Kansas City, MO	August 6	081306
Los Angeles, CA	August 8	081309
Milwaukee, WI	August 14	081318
Minneapolis, MN	August 15	081320
Nashville, TN	August 21	081327
New York, NY	August 12	081313
Newark, NJ	August 13	081315
Orlando, FL	August 19	081323
Philadelphia, PA	August 18	081322
Phoenix, AZ	August 8	081310
Portland, OR	August 5	081303
Richmond, VA	August 21	081328
San Francisco, CA	August 6	081305
San Jose, CA	August 7	081307
Seattle, WA	August 4	081301
Tulsa, OK	August 4	081302
Washington, DC	August 20	081326

Credits—RCHs: 6 • CEUs: 0.6 • CPE: 7

### Prices

APA Member .....	\$369
Colleague of an APA Member .....	\$419
Non-Member .....	\$474

# Mergers & Acquisitions Forum

## How you will benefit

In the current economy, many organizations are planning or undergoing a merger or acquisition. This one-day seminar covers the payroll/human resources processes and provides the federal and state information you must know in order to transition, maintain, and ensure compliance while reducing the expense of the transaction.

## Who should attend

Payroll, human resources, benefits, accounting, and tax professionals who are facing a merger or acquisition, or who want to become more proactive in their organization.

## What you will learn

- Will your state unemployment insurance rates change, and how can you control the rates?
- What is the most efficient method to bring new employees onto your payroll?
- What must be examined during the pre-merger due diligence period?
- What is the procedure for completing Form 941 Schedule D after a merger or acquisition?

## 2008 Schedule

Location	Date	Course Code
Boston, MA	June 6	081103
Houston, TX	September 5	081105
Nashville, TN	July 11	081104
San Jose, CA	May 2	081102

Credits—RCHs: 6 • CEUs: 0.6 • CPE: 7

### Prices

APA Member .....	\$379
Colleague of an APA Member .....	\$429
Non-Member .....	\$499

*"The APA has been invaluable. It is wonderful that the classes are taught by knowledgeable and experienced working professionals."*

—Brenda Wells  
Payroll/Accounts Payable  
PBR Columbia LLC

## Is this course right for you?

Find out with APA's Knowledge Assessment Calculator:  
[www.PayrollKAC.com](http://www.PayrollKAC.com)

# 2008 Payroll Audio Seminars

## How you will benefit

Get payroll training by teleconference in just 90-minutes at your desk. Participate in APA's 2008 Audio Seminars to learn the latest on payroll, human resources, and benefits topics, and prepare for certification exams, all while earning continuing education credit. The Q & A sessions during the live teleconferences allow you to share information and ideas with your peers nationwide.

## Who should attend

This series is ideal for payroll professionals who cannot afford time away from the office but still want to learn the latest information.

## 2008 Schedule

Date	Course Topic	Course Code
April 10	Taxation and Reporting of Selected Fringe Benefits – A Continuing Series	080004
May 22	What Every Payroll Professional Needs to Know About Garnishments	080005
June 19	Calculating the Regular Rate of Pay – Are You Paying Your Employees Correctly?	080006
July 10	Taxation and Reporting of Selected Fringe Benefits – A Continuing Series	080007
August 21	Business Continuity Planning and Disaster Recovery for Payroll Operations	080008
September 11	Taxation and Reporting of Selected Fringe Benefits – A Continuing Series	080009
October 9	Form W-4 – Every Question You Ever Wanted to Ask and More	080010
November 13	Auditing Your Payroll Records for Compliance	080011
December 4	Your Last Look at Preparing for 2008's Year-End	080012
December 9	Regulatory and Legislative Update for 2009	080013
December 11	What Will Form W-2 Require?	080014

Credits—RCHs: 1.5 • CEUs: 0.15 • CPE: 1

**Note: New seminars may be added to cover new payroll developments.**

**Archived Audio Seminars: Select seminars are recorded for later listening online.**

### Prices

APA Member .....	\$111
Colleague of an APA Member .....	\$130
Non-Member .....	\$140
Listening Participant Fee* .....	\$ 45

\*You can earn continuing education credit for listening in on a seminar with a registered audio seminar participant. All listeners must be listed on the registrant's registration form and all fees paid at the time of registration. The listener's fee is \$45 per person (maximum of four with each paid registration). Call Membership Services at (210) 224-6406 for more information.

# Preparing for Year-End and 2009

Webcast Option Available! See page 14.

## How you will benefit

Reduce the risk of noncompliance penalties with this information-packed, one-day class specifically addressing the complex compliance issues of year-end, including the latest changes in legislation and regulations that affect the close of 2008 and the beginning of 2009.

## Who should attend

Payroll, human resources, systems, accounting, and finance professionals responsible for payroll operations and involved in year-end processing.

## What you will learn

- Planning for a successful year-end process
- Impact of regulatory and legislative updates on 2009
- Taxation and reporting of employee fringe benefits
- Federal and state electronic reporting requirements

## 2008 Schedule

Location	Date	Course Code	Location	Date	Course Code
Albuquerque, NM	Oct. 30	086031	Minneapolis, MN	Nov. 11	086060
Anchorage, AK	Nov. 3	086040	Nashville, TN	Nov. 13	086069
Atlanta, GA	Oct. 27	086019	New Orleans, LA	Oct. 28	086023
Atlanta, GA	Nov. 7	086052	New York, NY	Oct. 21	086007
Austin, TX	Oct. 21	086006	New York, NY	Oct. 30	086029
Baltimore, MD	Oct. 24	086016	New York, NY	Nov. 5	086044
Birmingham, AL	Nov. 14	086108	Newark, NJ	Oct. 22	086010
Bloomington, MN	Nov. 5	086046	Newark, NJ	Oct. 31	086033
Boston, MA	Oct. 20	086004	Newport Beach, CA	Oct. 23	086011
Boston, MA	Oct. 28	086021	Oakland, CA	Nov. 13	086070
Charlotte, NC	Nov. 10	086059	Oklahoma City, OK	Oct. 23	086012
Chicago, IL	Oct. 27	086020	Omaha, NE	Nov. 7	086054
Chicago, IL	Nov. 13	086068	Orlando, FL	Oct. 30	086030
Cincinnati, OH	Nov. 5	086045	Peoria, IL	Nov. 14	086107
Cleveland, OH	Nov. 3	086038	Philadelphia, PA	Oct. 23	086013
Columbus, OH	Nov. 4	086042	Philadelphia, PA	Nov. 4	086041
Dallas, TX	Oct. 22	086009	Philadelphia, PA	Nov. 14	086110
Dallas/Ft. Worth, TX	Nov. 11	086061	Phoenix, AZ	Oct. 31	086035
Denver, CO	Oct. 31	086036	Pittsburgh, PA	Nov. 3	086037
Denver, CO	Nov. 10	086058	Portland, OR	Nov. 6	086051
Des Moines, IA	Nov. 6	086050	Raleigh, NC	Nov. 11	086063
Detroit, MI	Nov. 3	086039	Reston, VA	Nov. 13	086106
Detroit, MI	Nov. 10	086056	Richmond, VA	Nov. 12	086067
Ft. Lauderdale, FL	Oct. 28	086022	Salt Lake City, UT	Nov. 11	086062
Green Bay, WI	Nov. 4	086043	San Antonio, TX	Oct. 20	086003
Hartford, CT	Oct. 29	086025	San Diego, CA	Oct. 24	086014
Honolulu, HI	Oct. 17	086001	San Fern. Valley, CA	Oct. 22	086008
Houston, TX	Oct. 29	086027	San Francisco, CA	Nov. 7	086055
Houston, TX	Nov. 10	086057	San Jose, CA	Nov. 12	086066
Indianapolis, IN	Nov. 6	086049	Seattle, WA	Nov. 5	086047
Jacksonville, FL	Oct. 31	086034	St. Louis, MO	Oct. 28	086024
Kansas City, MO	Oct. 29	086028	Sunnyvale, CA	Oct. 20	086002
Las Vegas, NV	Nov. 14	086109	Syracuse, NY	Oct. 27	086017
Los Angeles, CA	Oct. 21	086005	Tampa, FL	Oct. 29	086026
Louisville, KY	Nov. 7	086053	Tulsa, OK	Oct. 24	086015
Memphis, TN	Nov. 12	086065	Washington, DC	Nov. 6	086048
Miami, FL	Oct. 27	086018	Wichita, KS	Oct. 30	086032
Milwaukee, WI	Nov. 12	086064			

Credits—RCHs: 6 • CEUs: 0.6 • CPE: 7

Prices

- APA Member . . . . . \$379
- Colleague of an APA Member . . . . . \$429
- Non-Member . . . . . \$504

# Government/Public Sector Preparing for Year-End and 2009

## How you will benefit

Addressing complex issues of year-end for government/public sector employers, this one-day seminar provides the latest legislative and regulatory developments to ensure an error-free year-end payroll closing.

## Who should attend

Payroll, accounting, human resources, systems, and financial professionals who are involved with government/public sector year-end.

## What you will learn

- Planning for a successful year-end process
- Understanding the taxation and reporting requirements of 403(b) and 457(b) plans
- Taxing and reporting fringe benefits
- Regulatory and legislative updates for 2009

## 2008 Schedule

Credits—RCHs: 6 • CEUs: 0.6 • CPE: 7

Location	Date	Course Code	Location	Date	Course Code
Atlanta, GA	Oct. 28	086073	Los Angeles, CA	Oct. 29	086076
Chicago, IL	Oct. 30	086077	San Francisco, CA	Oct. 30	086078
Columbus, OH	Oct. 31	086079	Seattle, WA	Oct. 31	086080
Dallas, TX	Oct. 27	086072	Tampa, FL	Oct. 27	086071
Denver, CO	Oct. 28	086074	Washington, DC	Oct. 29	086075

Prices

- APA Member . . . . . \$379
- Colleague of an APA Member . . . . . \$429
- Non-Member . . . . . \$504

# Canadian Payrolls Preparing for Year-End and 2009

## How you will benefit

Meet the challenges of year-end processing of Canadian payrolls and learn how to avoid cross-border noncompliance penalties. Taught by a leading Canadian payroll expert, this one-day seminar provides guidelines for Canadian year-end processing, from closing 2008 to what is required in 2009.

## Who should attend

A must for payroll professionals paying employees in Canada.

## What you will learn

- Completing the T4, T4A, and RL1 slips
- Annual changes in tax rates and wage bases
- Reporting and making payments to the Canada Revenue Agency
- Required documents for Canadian employees

## 2008 Schedule

Credits—RCHs: 6 • CEUs: 0.6 • CPE: 7

Location	Date	Course Code	Location	Date	Course Code
Boston, MA	Nov. 17	086103	San Francisco, CA	Nov. 14	086102
Chicago, IL	Nov. 18	086104	Seattle, WA	Nov. 13	086101
Dallas, TX	Nov. 20	086105			

Prices

- APA Member . . . . . \$379
- Colleague of an APA Member . . . . . \$429
- Non-Member . . . . . \$504

# Accounts Payable Training

## Accounts Payable/Disbursements Preparing for Year-End and 2009

### How you will benefit

Focusing on accounts payable/disbursements year-end closing issues, this one-day course provides the latest changes in legislation and regulations you need to know to smoothly process the closing of 2008 while preparing for 2009.

### Who should attend

Accounts payable/disbursements, systems, and accounting professionals who are involved with year-end processing.

### What you will learn

- IRS requirements for reporting payments made through purchasing cards
- Reporting independent contractors' nonqualified plan contributions
- Changes to Form 1099-MISC
- Handling relocation and other reimbursements

### 2008 Schedule

Credits—  
RCHs: 6 • CEUs: 0.6 • CPE: 7

Location	Date	Course Code	Location	Date	Course Code
Atlanta, GA	Oct. 14	086094	Minneapolis, MN	Oct. 17	086099
Boston, MA	Oct. 6	086082	New York, NY	Oct. 7	086084
Charlotte, NC	Oct. 10	086090	Newark, NJ	Oct. 8	086086
Chicago, IL	Oct. 16	086097	Orlando, FL	Oct. 13	086092
Columbus, OH	Oct. 15	086095	Philadelphia, PA	Oct. 13	086091
Dallas, TX	Oct. 16	086098	Phoenix, AZ	Oct. 10	086089
Denver, CO	Oct. 17	086100	San Francisco, CA	Oct. 8	086085
Detroit, MI	Oct. 14	086093	San Jose, CA	Oct. 7	086083
Houston, TX	Oct. 15	086096	Seattle, WA	Oct. 6	086081
Los Angeles, CA	Oct. 9	086087	Washington, DC	Oct. 9	086088

### Prices

APA Member .....	\$379
Colleague of an APA Member .....	\$429
Non-Member .....	\$504

## 2008 Accounts Payable Audio Seminars

### How you will benefit

Get accounts payable training by teleconference in just 90-minutes at your desk. Participate in APA's 2008 Audio Seminars to learn the latest on accounts payable, HR, and benefits topics, and prepare for certification exams, all while earning continuing education credit. The Q & A sessions during the live teleconferences allow you to share information and ideas with your peers nationwide.

### Who should attend

This series is ideal for accounts payable professionals who cannot afford time away from the office but still want to learn the latest information.

### 2008 Schedule

Credits—  
RCHs: 1.5 • CEUs: 0.15 • CPE: 1

Date	Course Topic	Course Code
April 17	Reimbursing Employees' and Independent Contractors' Business Expenses	080016
July 24	Dealing With Purchasing Cards	080017
Sept. 25	Who Is an Independent Contractor and Who Is an Employee?	080018
Nov. 20	Your Last Look at Preparing for 2008's Year-End	080019
Dec. 10	What Will Form 1099-MISC Require?	080020

**Note: New seminars may be added to cover new accounts payable developments.**

**Archived Audio Seminars: Select seminars are recorded for later listening online.**

<b>Prices</b>	APA Member .....	\$111
	Colleague of an APA Member .....	\$130
	Non-Member .....	\$140
	Listening Participant Fee* .....	\$ 45

\*You can earn continuing education credit for listening in on a seminar with a registered audio seminar participant. All listeners must be listed on the registrant's registration form and all fees paid at the time of registration. The listener's fee is \$45 per person (maximum of four with each paid registration). Call Membership Services at (210) 224-6406 for more information.

## Accounts Payable/Disbursements Preparing for Year-End and 2009 Webcast

Get all of the information from the *Accounts Payable/Disbursements Preparing for Year-End and 2009* seminar at your convenience. This webcast consists of three 120-minute segments and will be available from November 2008 through March 31, 2009.

### Webcast

### Product Code

<b>Segment 1:</b> Year-End Preparation	<b>08APWB01</b>
<b>Segment 2:</b> Taxation Issues Common to Accounts Payable	<b>08APWB02</b>
<b>Segment 3:</b> State Filing Requirements Impacting Accounts Payable, Annual Changes, Forms Review, and Regulatory Actions, Agency Guidance, and Court Decisions	<b>08APWB03</b>

### Webcast Prices

#### Full Program (All Three Segments)

**Product Code: 08APWB04**

APA Member .....	\$369
Colleague of an APA Member .....	\$419
Non-Member .....	\$474

#### Individual Segments see Product Codes at left

APA Member .....	\$140
Colleague of an APA Member .....	\$165
Non-Member .....	\$195

Total credits for viewing all three segments –  
RCHs: 6 • CEUs: 0.6 (2 RCHs or 0.2 CEUs per segment)

# Learning Center Courses

## APA's Payroll Learning Centers — Las Vegas, Nevada • San Antonio, Texas

APA's Payroll Learning Centers in Las Vegas and San Antonio are the ideal instructional facilities that house Payroll 101, 201, 250, 260, 270, and 280. All classrooms feature individual computer workstations with high-speed Internet access in an optimal learning environment.

For a limited time only, all White House Las Vegas Learning Center classes will be presented on the University of Nevada, Las Vegas campus.

### Payroll 101: The Standard Foundation of Payroll Administration

#### How you will benefit

*Payroll 101* is an important first step in payroll education. This interactive, hands-on course covers the basic procedures, processes, and terminology defining the daily workload of the beginning payroll practitioner. This program provides a thorough overview of the laws and regulations that affect payroll. Practical experience is gained through computer-based exercises that allow each participant to work through actual payroll forms and payroll calculations.

#### Who should attend

This seminar is ideal for individuals who are just entering the payroll profession, and supervisors and managers new to the payroll environment, as well as those preparing for the Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) exams.

#### What you will learn

- Calculate gross pay and deductions from pay
- Calculate tax withholding
- Prepare Forms W-2 and 941
- Determine what employer-provided benefits are taxable or subject to reporting

#### 2008 Schedule

Las Vegas		San Antonio	
Date	Course Code	Date	Course Code
March 31 - April 4*	08827	April 21-25*	08802
April 7-11*	08822	June 2-6	08803
April 14-18*	08828	August 18-22	08804
April 21-25*	08829	September 22-26*	08805
April 28 - May 2*	08830	October 27-31	08806
July 7-11	08823		
August 25-29	08824		
September 8-12*	08825		
Sept. 29 - Oct. 3*	08826		

Credits—RCHs: 29 • CEUs: 2.9 • CPE: 34

\*Class participants have the opportunity to take the FPC Exam on the last day of these Payroll 101 classes. APA's Certification Department will contact class participants to make exam reservations. Note: The FPC exam is priced separately from the class.

<b>Prices</b>	APA Member . . . . .	\$1,419
	Colleague of an APA Member . . . . .	\$1,475
	Non-Member . . . . .	\$1,634

### Payroll 201: The Payroll Administration Course

#### How you will benefit

*Payroll 201* provides intensive, advanced, hands-on training on complex payroll functions and regulations. Issues such as how the payroll function impacts the accounting, benefits, and human resources departments are discussed, as well as the more complicated compliance issues like benefits taxation, third-party sick pay reporting, and involuntary deductions. *Payroll 201* offers proven practices for managing a cost-effective payroll department and practical experience that can be immediately applied on the job.

#### Who should attend

Payroll professionals who have mastered the fundamentals of payroll administration and wish to improve job performance. *Payroll 201* is a proven study tool for those preparing for the Certified Payroll Professional (CPP) exam.

#### What you will learn

- Taxability and reporting of employee benefits
- Federal taxation and withholdings
- FLSA white collar exemption rules
- How to prepare Forms W-2c and 941c and their impact on other filings
- Impact of benefit plans on the payroll process

#### 2008 Schedule

Las Vegas		San Antonio	
Date	Course Code	Date	Course Code
March 31 - April 4*	08922	April 14-18*	08902
April 7-11*	08928	April 28 - May 2*	08903
April 14-18*	08923	June 23-27	08904
April 21-25*	08924	July 21-25	08905
April 28 - May 2*	08929	September 8-12*	08906
June 9-13	08925	Sept. 29 - Oct. 3*	08907
August 4-8	08926	October 6-10*	08908
September 15-19*	08927	November 3-7	08909

Credits—RCHs: 29 • CEUs: 2.9 • CPE: 34

\*Class participants have the opportunity to take the CPP exam on the last day of these Payroll 201 classes, provided they meet the exam's eligibility requirements. APA's Certification Department will contact class participants to make exam reservations. Note: The CPP exam is priced separately from the class.

<b>Prices</b>	APA Member . . . . .	\$1,429
	Colleague of an APA Member . . . . .	\$1,485
	Non-Member . . . . .	\$1,649

## Payroll 250: Payroll Administration in Canada

### How you will benefit

Payroll 250 is a hands-on, comprehensive course providing an understanding of Canadian payroll administration. Taught by a leading Canadian payroll expert, this class is an opportunity to learn Canadian laws and requirements that can help you prevent costly errors in your cross-border payroll.

### Who should attend

Payroll professionals with a working knowledge of payroll processes and procedures whose companies do business in Canada.

### What you will learn

- Canadian reporting requirements
- How to calculate pay and deductions for employees paid in Canada
- Paid time off requirements for employees in Canada
- How to withhold for Canada and Quebec pension plans

### 2008 Schedule

Credits—  
RCHs: 29 • CEUs: 2.9 • CPE: 34

#### Las Vegas

#### San Antonio

Date	Course Code	Date	Course Code
June 23-27	08721	August 11-15	08702
October 6-10	08722		

Prices		
	APA Member . . . . .	\$1,429
	Colleague of an APA Member . . . . .	\$1,485
	Non-Member . . . . .	\$1,649

## Payroll 260: Payroll Administration in the United Kingdom

### How you will benefit

Payroll 260 provides the skills and knowledge necessary to properly process payroll in the U.K. including compliance with the United Kingdom's HM Revenue and Customs. Registration for this course includes a six-month trial membership in the Institute of Payroll Professionals, the U.K.'s premier association for payroll professionals.

### Who should attend

Payroll professionals who need to know how to properly handle payroll compliance issues in the United Kingdom.

### What you will learn

- HM Revenue and Customs' requirements
- Taxation and reporting of fringe benefits
- Calculation of pay and deductions
- Employment and labour standards

### 2008 Schedule

Credits—  
RCHs: 29 • CEUs: 2.9 • CPE: 34

#### Las Vegas

Date	Course Code	Date	Course Code
May 5-9	08632	October 6-10	08633

Prices		
	APA Member . . . . .	\$1,546
	Colleague of an APA Member . . . . .	\$1,593
	Non-Member . . . . .	\$1,773

## Payroll 270: Implementing Payroll Best Practices

### How you will benefit

Payroll 270 will help you develop a best practices plan to take back to the office, while examining organizational structures and models, processes, metrics, benchmarking, internal controls, methods of service delivery, corporate culture and staffing, and technology. Actual case studies will be reviewed.

### Who should attend

Payroll professionals who are interested in taking steps toward transforming their current practices into payroll best practices.

### What you will learn

- Understand your customers' needs
- Obtain support for and implement best practices
- Determine the return on investment for the proposed process changes

New for 2008,  
Payroll 270  
expands to  
4½ days!

### 2008 Schedule

Credits—  
RCHs: 29 • CEUs: 2.9 • CPE: 34

#### Las Vegas

#### San Antonio

Date	Course Code	Date	Course Code
September 8-12	08622	July 7-11	08601
October 13-17	08623		

Prices		
	APA Member . . . . .	\$1,419
	Colleague of an APA Member . . . . .	\$1,475
	Non-Member . . . . .	\$1,634

## Payroll 280: Payroll System Selection and Implementation

### How you will benefit

Payroll 280 helps you tackle the challenges of selecting and implementing a new payroll system to fit your company's needs. Learn from payroll professionals who have led successful payroll system implementations.

### Who should attend

Payroll, human resources, accounting, benefits, and systems professionals who are planning to select, upgrade, replace, and/or implement a new payroll system.

### What you will learn

- Who should be on the project team
- Criteria used in selecting a provider
- System designs that will meet your goals

### 2008 Schedule

Credits—  
RCHs: 13 • CEUs: 1.3 • CPE: 15

#### Las Vegas

Date	Course Code
July 14-15	081202

Prices		
	APA Member . . . . .	\$783
	Colleague of an APA Member . . . . .	\$839
	Non-Member . . . . .	\$921

## Calculating Paychecks Webcast

### How you will benefit

APA's *Calculating Paychecks Webcast* will help ensure your company's paycheck calculation procedures are in compliance. This webcast is a great refresher for the FPC and CPP exams.

The *Calculating Paychecks Webcast* consists of three 120-minute segments. The segments are available to view any time from May 2008 through December 31, 2008.

Webcast	Product Code
<b>Segment 1:</b> Calculation of Gross Pay, Including Minimum Wage and Overtime	<b>08CPWB01</b>
<b>Segment 2:</b> Paycheck Calculations, Including Tax Calculations	<b>08CPWB02</b>
<b>Segment 3:</b> Calculation of Net Pay, Including Other Deductions From Pay	<b>08CPWB03</b>

Webcast Prices	Full Program (All Three Segments) Product Code: 08CPWB04	
	APA Member .....	
Colleague of an APA Member .....		\$359
Non-Member .....		\$394
Individual Segments see Product Codes above		
APA Member .....		\$135
Colleague of an APA Member .....		\$150
Non-Member .....		\$170

Total credits for viewing all three segments –  
RCHs: 6 • CEUs: 0.6 • (2 RCHs or 0.2 CEUs per segment)

## Wage and Hour Summit Webcast

### How you will benefit

Ensure that you pay your employees correctly according to DOL regulations with APA's *Wage and Hour Webcast*. Learn how to apply the DOL's white collar overtime exemption, minimum wage increases, tip credit, and regular rate of pay regulations. These webcasts will keep you up-to-date on how the DOL and the courts are enforcing the new federal rules and the impact of the rules on state requirements.

The *Wage and Hour Summit Webcast* consists of three 120-minute segments. The segments are available to view any time from June 2008 through December 31, 2008.

Webcast	Product Code
<b>Segment 1:</b> White Collar Exemptions	<b>08WHWB01</b>
<b>Segment 2:</b> Overtime Pay Requirements	<b>08WHWB02</b>
<b>Segment 3:</b> When Is the Employee Working?	<b>08WHWB03</b>

Webcast Prices	Full Program (All Three Segments) Product Code: 08WHWB04	
	APA Member .....	
Colleague of an APA Member .....		\$419
Non-Member .....		\$474
Individual Segments see Product Codes above		
APA Member .....		\$140
Colleague of an APA Member .....		\$165
Non-Member .....		\$195

Total credits for viewing all three segments –  
RCHs: 6 • CEUs: 0.6 • (2 RCHs or 0.2 CEUs per segment)

*Is this course right for you?*  
Find out with APA's  
Knowledge Assessment Calculator:  
[www.PayrollKAC.com](http://www.PayrollKAC.com)

## Garnishments Forum Webcast

### How you will benefit

Garnishments Forum Webcasts provide you with a detailed overview of both federal and state garnishment compliance laws that must be conquered to pay employees correctly.

This webcast consists of three 120-minute segments and will be available from May 2008 through December 31, 2008.

Webcast	Product Code
<b>Segment 1:</b> Child Support Withholding Orders	<b>08GFWB01</b>
<b>Segment 2:</b> Federal Tax Levies	<b>08GFWB02</b>
<b>Segment 3:</b> Creditor Garnishments and Other Required Withholding Orders	<b>08GFWB03</b>

Webcast Prices	Full Program (All Three Segments) Product Code: 08GFWB04	
	APA Member	.....
Colleague of an APA Member	.....	\$419
Non-Member	.....	\$474
Individual Segments see Product Codes above		
APA Member	.....	\$140
Colleague of an APA Member	.....	\$165
Non-Member	.....	\$195

Total credits for viewing all three segments –  
RCHs: 6 • CEUs: 0.6 • (2 RCHs or 0.2 CEUs per segment)

## Local Income Tax Compliance Webcast

### How you will benefit

Get all of the information from the *Local Income Tax Compliance* seminar at your convenience. This webcast consists of three 120-minute segments and will be available through August 31, 2008.

Webcast	Product Code
<b>Segment 1:</b> Various States Including Ohio	<b>08LIWB01</b>
<b>Segment 2:</b> Various States Including Pennsylvania	<b>08LIWB02</b>
<b>Segment 3:</b> Various States Including Indiana and Kentucky	<b>08LIWB03</b>

Webcast Prices	Full Program (All Three Segments) Product Code: 08LIWB04	
	APA Member	.....
Colleague of an APA Member	.....	\$419
Non-Member	.....	\$474
Individual Segments see Product Codes above		
APA Member	.....	\$140
Colleague of an APA Member	.....	\$165
Non-Member	.....	\$195

Total credits for viewing all three segments –  
RCHs: 6 • CEUs: 0.6 • (2 RCHs or 0.2 CEUs per segment)

## Preparing for Year-End and 2009 Webcast

### How you will benefit

Get all of the information from the *Preparing for Year-End and 2009* seminar at your convenience. This webcast consists of four 90-minute segments and will be available from November 2008 through March 31, 2009.

Webcast	Product Code
<b>Segment 1:</b> Year-End Preparation	<b>08YEWB01</b>
<b>Segment 2:</b> Year-End Reporting and Taxation of Fringe Benefits	<b>08YEWB02</b>
<b>Segment 3:</b> State Regulations Impacting Year-End, Annual Changes, and Forms Review/Revision	<b>08YEWB03</b>
<b>Segment 4:</b> Legislative and Regulatory Review	<b>08YEWB04</b>

Webcast Prices	Full Program (All Four Segments) Product Code: 08YEWB05	
	APA Member	.....
Colleague of an APA Member	.....	\$429
Non-Member	.....	\$504
Individual Segments see Product Codes at left		
APA Member	.....	\$159
Colleague of an APA Member	.....	\$194
Non-Member	.....	\$219

Total credits for viewing all three segments –  
RCHs: 6 • CEUs: 0.6 • (1.5 RCHs or 0.15 CEUs per segment)

**Not an APA member?  
Join today and save!**

# Fundamentals of Payroll 2008

## How you will benefit

Available exclusively through APA's ePayroll Learning Center, the *Fundamentals of Payroll 2008* web-based course provides basic payroll education for those in the early stages of their payroll career, as well as those who support the payroll industry.

Study a core payroll curriculum through a combination of readings, exercises, case studies, quizzes, and games. Pre- and post-training tests quantify knowledge gained through the course. This training program is a proven study tool used by those who have successfully passed APA's Fundamental Payroll Certification (FPC) exam.

## What you will learn

- Payroll fundamentals
- Fundamentals of payroll operations
- Paycheck fundamentals
- Payroll benefit basics
- Tax reporting
- Payroll accounting
- Payroll process and systems

## Learning options

*Fundamentals of Payroll's* web-based design allows students to progress through the course on their own with the self-directed option, or with the guidance of an experienced APA instructor via the instructor-assisted option.

## Format

*Fundamentals of Payroll* is web-based and supported by all popular web browsers. A companion text, for studying away from a computer, is shipped following enrollment.

Enrollment in the 2008 course is available through March 2009. The 2008 course can be used through May 31, 2009.

If you are a first-time user of *Fundamentals of Payroll* and score 80% or higher on the post-test, you will earn 24 RCHs or 2.4 CEUs and receive a Certificate of Achievement. Previous *Fundamentals of Payroll* users can earn 12 RCHs or 1.2 CEUs and receive a Certificate of Achievement.



*Fundamentals of Payroll 2008* offers FPC exam preparation for Fall 2008 and Spring 2009 exam dates. *Note: The FPC exam is priced separately from the course.*

*"I'm using the Fundamentals of Payroll program to help me develop my payroll skills and to prepare for the upcoming FPC exam. I'm thrilled that I've already been using what I've learned from the program on the job."*

—Brenda Laflin  
HR/Payroll Administrator  
Husqvarna Turf Care

**Current program users, please call (800) 444-5015 to order your annual update.**

Prices	<b>Self-Directed*</b> Product Code: FOPS08	
	APA Member .....	\$453**
Colleague of an APA Member .....	\$520**	
Non-Member .....	\$590**	
<b>Instructor-Assisted</b> Product Code: FOPI08		
APA Member .....	\$528**	
Colleague of an APA Member .....	\$595**	
Non-Member .....	\$665**	

\*For volume discount pricing on three or more self-directed enrollments, call (888) 852-6664.  
\*\*Plus shipping (\$12 per unit) and applicable taxes.

**To view instructor-assisted course start dates, for a free demonstration, or to register online, visit [www.learnpayroll.com](http://www.learnpayroll.com) or call (800) 444-5015.**

# PayTrain® 2008

## How you will benefit

APA's *PayTrain 2008* is web-based, allowing you to use any computer with an Internet connection as your personal payroll trainer. From payroll basics to management issues, *PayTrain 2008* is a trusted resource covering the payroll body of knowledge tested on the Certified Payroll Professional (CPP) exam. Through interactive study modules, *PayTrain 2008* tracks your knowledge gain through pre- and post-training comparisons and facilitates effective professional development by letting you focus on areas requiring additional study.

In addition, there are two training options: study at your own pace, where and when you want with the self-directed option or learn under the direction of APA instructors, with the instructor-assisted training option. Mastering payroll practice has never been so enjoyable!

## PayTrain 2008 study modules include:

- Payroll Concepts
- Payroll Calculations
- Fringe Benefits
- Payroll Reporting and Employment Taxes
- Recordkeeping and Payroll Practices
- Payroll Accounting
- Management and Administration

## Format

*PayTrain 2008* is web-based and supported by all popular web browsers. A companion text, for studying away from a computer, is shipped following enrollment.

Enrollment in the 2008 course is available through March 2009. The 2008 course can be used through May 31, 2009.

**Current program users, please call (800) 444-5015 to order your annual update.**

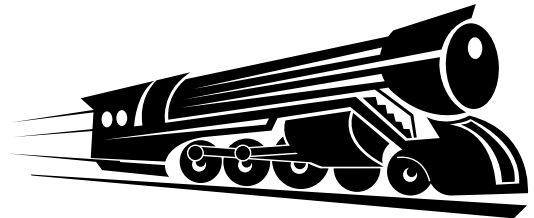
If you are a first-time user of *PayTrain* and score 80% or higher on the *PayTrain* post-test, you will earn 40 RCHs or 4.0 CEUs and receive a Certificate of Achievement. Previous *PayTrain* users can earn 20 RCHs or 2.0 CEUs and receive a Certificate of Achievement.



*PayTrain 2008* offers CPP exam preparation for Fall 2008 and Spring 2009 exam dates. *Note: The CPP exam is priced separately from the training program.*

*"PayTrain's games and exercises really tested and reinforced my understanding of the material. PayTrain was pivotal in helping me pass the CPP exam."*

*—Joyce Hevener, CPP  
Payroll Coordinator  
Inter Valley Health Plan*



**PayTrain® 2008**  
PAYROLL TRAINING PROGRAM

### Prices

#### Self-Directed\*

Product Code: PYTRNS08

APA Member .....	\$724**
Colleague of an APA Member .....	\$780**
Non-Member .....	\$894**

#### Instructor-Assisted

Product Code: PYTRNI08

APA Member .....	\$824**
Colleague of an APA Member .....	\$880**
Non-Member .....	\$994**

\*For volume discount pricing on three or more self-directed enrollments, call (888) 852-6664.

\*\*Plus shipping (\$16 per unit) and applicable taxes.

**To view instructor-assisted course start dates, for a free demonstration, or to register online, visit [www.learnpayroll.com](http://www.learnpayroll.com) or call (800) 444-5015.**

## 26<sup>th</sup> Annual Congress

### How you will benefit

The industry's PREMIER educational event, APA's 26<sup>th</sup> Annual Congress in Austin, Texas, features more than 100 workshops covering a wide spectrum of payroll, accounts payable, human resources, benefits, technology, management, and career development topics, and the largest payroll and accounts payable exhibit hall ever! Network with your colleagues, and hear the latest legislative and regulatory changes from government representatives and industry experts! The Pre-Congress 2008 program provides more opportunities for professional and personal development at no additional cost.

### Who should attend

APA's annual Congress is open to APA members, their colleagues, and nonmembers in payroll, accounts payable, human resources, benefits, and technology.

### What you will learn

- Recent changes in legislation and regulations
- Mandates from IRS, SSA, DOL, and other federal agencies
- Withholding, reporting, and depositing developments
- International payroll issues
- Innovations in payroll technology



### 2008 Schedule

Credits—  
RCHs: 29 • CEUs: 2.9 • CPE: 34

Location	Date	Course Code
Austin, TX	May 13-17	08419

### Prices

Register on or before April 15

APA Member	\$1,501
Colleague of an APA Member	\$1,557
Non-Member	\$1,707

Register after April 15

APA Member	\$1,551
Colleague of an APA Member	\$1,607
Non-Member	\$1,757

## An APA Leadership Forum: 2008 Payroll Best Practices

### How you will benefit

At this three-day forum, you'll discover cutting-edge technologies, innovative practices, and leadership techniques that will help maximize resources and control costs in your payroll operation. Also, the results from the 2007 Payroll Best Practices Benchmarking Study will be presented.

### Who should attend

Payroll directors and managers, accounting managers, compliance officers, controllers, CFOs, corporate treasurers, and HR directors and managers.

### Topics covered in 2007

- Incorporate strategic leadership methods
- Assess payroll best practices
- Meet global payroll processing challenges
- Monitor technology enhancements
- Discover real world practices that work

### 2008 Schedule

Credits—  
RCHs: 16 • CEUs: 1.6 • CPE: 19

Location	Date	Course Code
National Harbor, MD	August 13-15	08403

### Prices

APA Member	\$1,029
Colleague of an APA Member	\$1,095
Non-Member	\$1,210

## 22<sup>nd</sup> Annual Educational Institutions Payroll Conference

### How you will benefit

APA's Educational Institutions Payroll Conference focuses on compliance issues impacting payroll professionals working in the higher education community. The three-and-a-half-day curriculum addresses nonresident alien payroll taxation, visas, employment eligibility, student FICA exception, fringe benefits, FLSA issues, and much more.

### Who should attend

New and experienced payroll and tax professionals employed by public or private colleges and universities.

### Topics in 2007

- Reporting and taxation requirements for payments to nonresident alien students and faculty
- Managing nonresident alien student and faculty Individual Taxpayer Identification Numbers
- Final 403(b) regulations impacting deferred compensation plans
- Impact of Section 409A on nonqualified deferred compensation plans in the college/university community

### 2008 Schedule

Credits—  
RCHs: 21 • CEUs: 2.1 • CPE: 26

Location	Date	Course Code
TBD	October 19-22	08415

### Prices

APA Member	\$974
Colleague of an APA Member	\$1,034
Non-Member	\$1,134

## Savings Combos

Get extra value when you buy APA's popular payroll research resources in these special Savings Combos! See *individual product descriptions on pages 19-20*.

### Research Ready CD + The Payroll Source®

The premier electronic payroll research tool containing four of APA's leading texts, along with a hardcover edition of *The Payroll Source*®.



Research Ready CD is available April 2008.

#### Research Ready CD Includes:

- *The Payroll Source*®
- *APA's Guide to State Payroll Laws*
- *Federal Payroll Tax Laws & Regulations*
- *Federal Payroll Non-Tax Laws & Regulations*

<b>Prices</b>	<b>Product Code: 10408</b>	
	APA Member .....	\$429.95
	Colleague of an APA Member .....	\$469.95
	Non-Member .....	\$554.95

### APA's Guide to State Payroll Laws + PayState Update

The definitive state compliance pair — the easy-to-read comprehensive state guide, enhanced and supplemented biweekly with state and local updates through a one-year subscription to the *PayState Update* newsletter.



<b>Prices</b>	<b>Product Code: 10208</b>	
	APA Member .....	\$334.95
	Colleague of an APA Member .....	\$374.95
	Non-Member .....	\$464.95

### The Payroll Source® Federal Payroll Tax Laws & Regulations Federal Payroll Non-Tax Laws & Regulations

Payroll's comprehensive resource text, combined with two volumes that contain the payroll-related sections of applicable federal laws and regulations.

<b>Prices</b>	<b>Product Code: 10308</b>	
	APA Member .....	\$349.95
	Colleague of an APA Member .....	\$389.95
	Non-Member .....	\$439.95



# The Payroll Source® – A Text and Desk Reference

This indispensable resource provides the essential information you need to keep your company in compliance with federal laws and regulations affecting your payroll operations. Comprehensive and clearly written by a leading payroll expert, this revolutionary book eliminates the need to refer to multiple sources seeking answers to your payroll questions. It details all aspects of payroll administration, from the most fundamental forms and regulations, through the most complex benefits taxation and reporting, to international payrolls. Comprehensive and extensive updates to the text occur each year. *The Payroll Source* is a proven study tool to prepare for the CPP exam.

## What you will learn

- New IRS rules on cafeteria plans
- How to tax and report nonqualified deferred compensation deferrals
- Compliance guidelines for the most recent changes in payroll laws, rules, rates, and filing and reporting procedures
- State charts on new hire reporting, electronic reporting, taxable payments, and other key data
- CPP exam preparation tips and review questions



## Format

- Hardcover, perfect-bound book
- Softcover, perfect-bound appendix
- CD with additional resources

## Added Value

*The Payroll Source* includes:

- A CD containing CPP review questions and answers, and IRS employer tax guides (Pubs. 15, 15-A, & 15-B)
- A softcover appendix containing an answer key and federal forms with instructions
- Special spring supplement with key changes issued after publication

<b>Prices</b>	<b>Product Code: 0708</b>
	<b>APA Member</b> . . . . . \$224.95
	<b>Colleague of an APA Member</b> . . . . . \$264.95
	<b>Non-Member</b> . . . . . \$299.95

# Research Ready CD

APA's *Research Ready CD* combines electronic versions of four leading APA reference works for federal and state payroll research.



## Includes

- **The Payroll Source®**
- **APA's Guide to State Payroll Laws**
- **Federal Payroll Tax Laws & Regulations**
- **Federal Payroll Non-Tax Laws & Regulations**

The *Research Ready CD* is available April 2008

Call (210) 224-6406 for information on multi-user licensing.

<b>Prices</b>	<b>Product Code: 10008</b>
	<b>APA Member</b> . . . . . \$404.95
	<b>Colleague of an APA Member</b> . . . . . \$444.95
	<b>Non-Member</b> . . . . . \$499.95

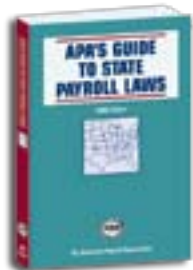
## System Requirements—

CD requires either: a PC with Pentium or faster processor, CD drive, Windows 95 or later, 64 MB of RAM, and 24 MB of hard drive space; or a Macintosh system with PowerPC or faster processor, CD drive, Mac OS 8.6 or later, 64 MB of RAM, and 24 MB of hard drive space.

**See Special  
Savings Combos  
Page 18!**

## APA's Guide to State Payroll Laws

This handy reference text contains information on payroll-related laws and regulations in all 50 states, plus the District of Columbia and Puerto Rico. *APA's Guide to State Payroll Laws* presents information in easy-to-read tables. Citations to state laws and regulations are included to facilitate further research.



### Format

– Softcover, perfect-bound book

See Special Savings Combos Page 18!

### Prices

Product Code: 12508

APA Member.....	\$214.95
Colleague of an APA Member.....	\$254.95
Non-Member.....	\$294.95

## Federal Payroll Tax Laws & Regulations

This text contains the exact language of payroll-related sections of the Internal Revenue Code and IRS Regulations. Included are the Tax Relief and Health Care Act of 2007, Small Business and Work Opportunity Act, proposed rules on cafeteria plans, final 403(b) plan rules, nonqualified deferred compensation plans, and more.



### Format

– Softcover, perfect-bound book

See Special Savings Combos Page 18!

### Prices

Product Code: 0808

APA Member.....	\$124.95
Colleague of an APA Member.....	\$154.95
Non-Member.....	\$183.95

## APA's Guide to Local Payroll Taxes

This reference text provides information on local payroll taxes, including city service fees; city, county, and school district income taxes; occupational privilege taxes and license fees; payroll expense taxes; and mass transit taxes.



### Format

– Softcover, perfect-bound book

### What you will learn

- Easy-to-read explanations of local payroll tax rates, exemptions, return and payment requirements, penalties, record keeping requirements, registration requirements, and more
- Resources for hard-to-find local payroll tax forms
- Citations to municipal codes and local information are included to facilitate further research

### Prices

Product Code: 12108

APA Member.....	\$214.95
Colleague of an APA Member.....	\$254.95
Non-Member.....	\$294.95

## Federal Payroll Non-Tax Laws & Regulations

This text contains the exact language of the payroll-related sections of federal laws and regulations from the United States Code and the Code of Federal Regulations. A perfect companion to *Federal Payroll Tax Laws & Regulations*, this manual allows you to quickly reference the Fair Labor Standards Act (Wage-Hour Law), Family and Medical Leave Act, Immigration Reform and Control Act, Social Security Act, the DOL white collar exemption regulations, and more.



### Format

– Softcover, perfect-bound book

See Special Savings Combos Page 18!

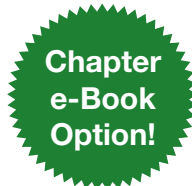
### Prices

Product Code: 10808

APA Member.....	\$124.95
Colleague of an APA Member.....	\$154.95
Non-Member.....	\$183.95

# Payroll Practice Fundamentals

*Payroll Practice Fundamentals* is ideal for those new to the payroll profession. Each chapter focuses on a specific aspect of payroll administration, the latest payroll compliance changes, and includes review questions and quizzes. The text is a proven study tool used by successful Fundamental Payroll Certification candidates, as it covers the content outline for the FPC exam and includes two FPC practice exams. Besides the printed text, select chapters of the book are available separately as electronic PDF files for use on your computer.



## Format

- Electronic PDF files\*, or
- Softcover, perfect-bound book

Chapter	Product Code
1 Payroll Fundamentals	2308
2 Fundamentals of Payroll Operations	2408
3 Paycheck Fundamentals	2508
4 Payroll Benefits Basics	2608
5 Tax Reporting	2708
6&7 Payroll Accounting and Professional Skills and Responsibilities	2808

Prices	<b>Printed Text</b>	
		<b>Product Code: 0108</b>
	APA Member .....	\$134.95
	Colleague of an APA Member .....	\$164.95
	Non-Member .....	\$204.95
Prices	<b>Electronic PDF</b>	
		<b>see Product Codes at left</b>
	APA Member .....	\$26.95
	Colleague of an APA Member .....	\$32.95
	Non-Member .....	\$40.95

## APA's Guide to Federal and State Garnishment Laws

*APA's Guide to Federal and State Garnishment Laws* gives you the information you need to confidently process federal tax levies, child support withholding orders, creditor garnishments, bankruptcy orders, and other wage withholding orders. This book also features easy-to-read state charts covering all aspects of child support withholding orders and creditor garnishments. Besides the printed text, the book is available as an electronic PDF file for use on your computer.



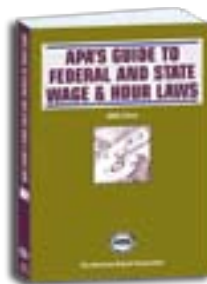
## Format

- Electronic PDF file\*, or
- Softcover, perfect-bound book

Prices	<b>Printed Text</b>	
		<b>Product Code: 17008</b>
	APA Member .....	\$119.95
	Colleague of an APA Member .....	\$149.95
	Non-Member .....	\$183.95
Prices	<b>Electronic PDF</b>	
		<b>Product Code: 2208</b>
	APA Member .....	\$109.95
	Colleague of an APA Member .....	\$139.95
	Non-Member .....	\$173.95

## APA's Guide to Federal and State Wage & Hour Laws

*APA's Guide to Federal and State Wage & Hour Laws* gives you all you need to know to comply with federal and state laws governing minimum wages, overtime, exempt vs. nonexempt employees, child labor restrictions, and much more. Important state requirements are presented in easy-to-read charts. Besides the printed text, the book is available as an electronic PDF file for use on your computer.



## Format

- Electronic PDF file\*, or
- Softcover, perfect-bound book

Prices	<b>Printed Text</b>	
		<b>Product Code: 17508</b>
	APA Member .....	\$119.95
	Colleague of an APA Member .....	\$149.95
	Non-Member .....	\$183.95
Prices	<b>Electronic PDF</b>	
		<b>Product Code: 2108</b>
	APA Member .....	\$109.95
	Colleague of an APA Member .....	\$139.95
	Non-Member .....	\$173.95

**\*SYSTEM REQUIREMENTS**—All APA e-Books are downloadable from APA's Web Store as PDF files. Accessing the PDF file requires Adobe® Reader® software, a PC with a Pentium or faster processor, Windows 95 or later, 64 MB of RAM, and 24 MB of hard drive space; or a Macintosh system with PowerPC or faster processor, Mac OS 8.6 or later, 64 MB of RAM, and 24 MB of hard drive space. Call (210) 224-6406 for information on multi-user licensing and prices.

# Your Paycheck®

Your Paycheck® answers your employees' questions about payroll basics. A one-year unlimited multi-user license allows you to post this handy resource on your corporate Intranet or website for easy employee access, saving the time and expense of handling employee calls to the payroll department. The book is also available as a standard print publication.



### Format

- Electronic PDF file\*, or
- Softcover booklet



**Multi-User License Option!**

<b>Prices</b>	<b>Printed Text</b>	
	<b>Product Code: 12008</b>	
	<b>APA Member</b> .....	\$8.95
	<b>Colleague of an APA Member</b> .....	\$8.95
	<b>Non-Member</b> .....	\$9.95
	<b>Multi-User License PDF</b>	
	<b>Product Code: 14308</b>	
	<b>APA Member</b> .....	\$520
	<b>Colleague of an APA Member</b> .....	\$565
	<b>Non-Member</b> .....	\$610

**\*System Requirements**—All APA e-Books are downloadable from APA's Web Store as PDF files. Accessing the PDF file requires Adobe® Reader® software, a PC with a Pentium or faster processor, Windows 95 or later, 64 MB of RAM, and 24 MB of hard drive space; or a Macintosh system with PowerPC or faster processor, Mac OS 8.6 or later, 64 MB of RAM, and 24 MB of hard drive space.

**Not an APA member?**  
**Join today**  
**and save!**

# The Guide to Successful Direct Deposit

This guide provides proven steps for promoting, implementing, and administering the direct deposit and electronic paycard processes within an organization. Included are the federal and state regulations governing direct deposit. Third-party electronic payments, such as tax deposits and child support withholding payments, are also addressed.



### Format

- Softcover, perfect-bound book

<b>Prices</b>	<b>Product Code: 0308</b>	
	<b>APA Member</b> .....	\$99.95
	<b>Colleague of an APA Member</b> .....	\$129.95
	<b>Non-Member</b> .....	\$161.95

# APA Basic Guide to Payroll

This handy volume is an excellent resource for those new to payroll as well as those in upper management who need a quick reference guide. The text is published each December and updated each spring with a supplement incorporating the year's latest changes affecting payroll.



### Format

- Binder with one update supplement

<b>Prices</b>	<b>Product Code: 0208</b>	
	<b>APA Member</b> .....	\$229.95
	<b>Colleague of an APA Member</b> .....	\$264.95
	<b>Non-Member</b> .....	\$304.95

# Survey of Salaries and the Payroll Profession 2007

APA's *Survey of Salaries and the Payroll Profession* is a biennial overview of compensation and benefits information, payroll trends and technology, operations, management, and costs within payroll departments nationwide. (The next edition will be published in the Fall of 2009.)



### Format

- Softcover booklet

<b>Prices</b>	<b>Product Code: 0508</b>	
	<b>APA Member</b> .....	\$54.95
	<b>Colleague of an APA Member</b> .....	\$64.95
	<b>Non-Member</b> .....	\$94.95

# PayState Update –

APA's exclusive biweekly state and local payroll compliance newsletter

*PayState Update* is the only biweekly newsletter dedicated exclusively to state and local payroll compliance news and issues. If you process payroll in more than one state, this newsletter is indispensable. The publication includes in-depth articles and analyses, comparative charts, state-by-state information, Q & A feature, and quarterly topical indexes.



## Format

- 4-page biweekly newsletter subscription with a loose-leaf binder for storing issues.
- Topical indexes arrive each quarter.

## For 2008:

In addition to the printed version, APA will provide *PayState Update* subscribers with a convenient electronic version of this information-packed, biweekly newsletter.

## In recent months, *PayState Update* subscribers were the first to learn:

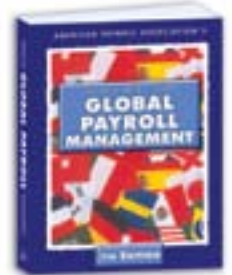
- Kansas employers may require electronic wage payments
- Seattle has a new employee hours tax
- Two more states require electronic child support payments
- How the federal minimum wage increase affects state minimum wage rates
- San Francisco employers must provide paid sick leave

See Special Savings Combos Page 18!

<b>Subscription Prices</b>	<b>Product Code: PSU</b>	
	<b>APA Member</b>	
	<b>1-Year</b> .....	\$189.00
	<b>2-Year</b> .....	\$314.00
	<b>Colleague of an APA Member</b>	
	<b>1-Year</b> .....	\$224.00
	<b>2-Year</b> .....	\$349.00
<b>Non-Member</b>		
<b>1-Year</b> .....	\$274.00	

# Guide to Global Payroll Management

Consolidated in one text are the critical compliance guidelines vital to those responsible for managing and administering payrolls across international borders. Included is clear, current, and accurate information on international benefits, wage and tax withholding, reporting requirements, and much more. An absolute must for payroll departments of organizations with a global presence.



## Format

- Softcover, perfect-bound book
- 7<sup>th</sup> Edition available now

## What you will learn

- U.S. immigration law and visa requirements, including the latest Form I-9 changes
- Detailed summaries of current U.S. tax treaties and totalization agreements
- Essential IRS international forms and tables
- Website listings for global payroll research
- Canadian payroll basics
- Country-by-country payroll tax summaries

<b>Prices</b>	<b>Product Code: 10908</b>	
	<b>APA Member</b> .....	\$154.95
	<b>Colleague of an APA Member</b> .....	\$184.95
	<b>Non-Member</b> .....	\$214.95

# The History of Payroll in the U.S.

Entertaining and informative, *The History of Payroll in the U.S.* is a journey through payroll's past, exploring its people, organizations, and historical milestones. This definitive chronicle celebrates payroll as one of the most fundamental processes of American enterprise. Includes more than 300 photos and illustrations!



## Format

- Single volume, hardcover, perfect-bound book

## What you will learn

- Likely origins of gross-to-net pay
- The history of payroll-related technology
- The infamous Sacco-Vanzetti paymaster murder
- The development of income and social security tax withholding

<b>Prices</b>	<b>Product Code: 14508</b>	
	<b>APA Member</b> .....	\$49.95
	<b>Colleague of an APA Member</b> .....	\$54.95
	<b>Non-Member</b> .....	\$59.95

# Tax Treaty Benefits for Foreign Nationals Performing U.S. Service

This text from Windstar Publishing explains the exemptions from tax that may be available under a U.S. income tax treaty with a foreign national's country of residence. Included are forms, instructions, and an explanation of the documents required to prove an exemption from withholding.



## Format

– Softcover, perfect-bound book

## What you will learn

- Who is eligible for income tax treaty benefits
- How exemptions from tax are available when payments are made to third parties
- How treaties may impact social security and Medicare taxes
- What states allow tax treaty benefits

<b>Prices</b>	<b>Product Code: WS4108</b>	
	<b>APA Member</b> .....	\$189
	<b>Colleague of an APA Member</b> .....	\$189
	<b>Non-Member</b> .....	\$189

# A Guide for Filing IRS Forms 1042 and 1042-S

Windstar Publishing's guide covers the procedures that payers must follow when reporting, withholding, and depositing taxes on payments to foreign nationals working in the U.S. Included are relevant forms and how to use the IRS' FIRE System for electronic reporting.



## Format

– Softcover, perfect-bound book

## What you will learn

- When to file Forms 1042, 1042-S, and 1042-T
- How to request an extension
- What penalties are assessed for failure to file or late filing
- Who must file electronically
- Procedures for deposits and for reimbursing overwithheld taxes to payees

<b>Prices</b>	<b>Product Code: WS4008</b>	
	<b>APA Member</b> .....	\$125
	<b>Colleague of an APA Member</b> .....	\$125
	<b>Non-Member</b> .....	\$125

## Additional Resources From Windstar Publishing:

Title	Price	Product Code
<b>J-1 Nonstudent Exchange Visitors Performing U.S. Services</b> .....	\$59.95	<b>WS4408</b>
This text explains the tax rules that apply to compensation for services performed by non-student Exchange Visitors in the United States.		
<b>L-1 Intracompany Transferees on U.S. Assignment</b> .....	\$59.95	<b>WS4508</b>
This text explains how the U.S. federal, state, social security, and Medicare taxes apply to the income for services performed by intracompany transfers in the United States.		
<b>U.S. Taxation of B-1 Business Visitors</b> .....	\$59.95	<b>WS4208</b>
This text explains the often-overlooked U.S. tax implications of payments to a B-1 visa holder in the United States.		
<b>U.S. Taxation of H-1B Specialty Workers</b> .....	\$59.95	<b>WS4308</b>
This text describes how the U.S. federal, state, social security, and Medicare taxes apply to employment income for services performed by H-1B visa holders in the United States.		
<b>U.S. Taxation of Foreign Students</b> .....	\$145.00	<b>WS4608</b>
This text explains the immigration-authorized activities of foreign students in F, J, and M nonimmigrant status and the tax rules that apply to payments to foreign students.		

# APA e-Books

## Access Payroll Texts on Your Computer

To make your payroll research easier than ever, four popular APA reference texts are available as downloadable electronic files:

- *Payroll Practice Fundamentals* (select chapters)
- *APA's Guide to Federal and State Garnishment Laws*
- *APA's Guide to Federal and State Wage & Hour Laws*
- *Your Paycheck*®

Clicking on a topic in the table of contents or index of any APA e-Book instantly takes you to those pages. All four texts download to your computer as PDF files. *Your Paycheck* is available for systemwide use on your corporate Intranet. *Details on pages 21-22.* Order online at [www.americanpayroll.org](http://www.americanpayroll.org).

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**All books must be ordered by one person and shipped to one address.**

Deduct your savings on the order form. **NOTE:** These discounts are not applicable to *PayState Update* or any of APA's training programs or conferences. *Your Paycheck* and the Knowledge Assessment Calculator have their own volume discount pricing. *PayTrain* and *Fundamentals of Payroll* volume discounts (3 or more enrollments) may be obtained by calling (888) 852-6664.

## Take a KAC assessment to see which courses are right for you.

KNOWLEDGE ASSESSMENT CALCULATOR  
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## Assess for success!



The Knowledge Assessment Calculator (KAC) is a web-based tool that evaluates your payroll knowledge quickly and accurately. Using your KAC training recommendations, you can easily select the courses that are right for you. KAC is a great first step for setting a course of study for the CPP and FPC exams, and it's also a powerful tool for screening job applicants, preparing training budgets, and evaluating employees or an entire department.

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# Credit for Recertification and Continuing Education

Completion of APA educational courses and attendance at APA educational conferences confer varying numbers of Recertification Credit Hours (RCHs), Continuing Education Units (CEUs), or Continuing Professional Education (CPE) credits.

## RCH Provider



Recertification credit hours (RCHs) are provided for APA courses, seminars, and conferences. One RCH is provided for each 60 minutes of educational instruction. Recertification of APA's payroll certifications — Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) — is achieved by those who have earned the CPP or FPC designation accumulating an appropriate number of qualifying RCHs within a defined period of time.

The APA 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 addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219. Website: [www.nasba.org](http://www.nasba.org). No prerequisites or advance preparation required. APA's sponsor identification number is 103152.

We have registered with the Texas State Board of Public Accountancy to meet the requirements of the continuing professional education rules covering maintenance of attendance records, retention of program outlines, qualifications of instructors, program content, physical facilities and length of class hours. This registration agreement does not constitute an endorsement by the Board as to the quality of the program or its contribution to the professional competence of the licensee.

## Cancellation, Return, and Refund Policies for APA Products

Prices and product availability are subject to change without notice. All specials and promotions are limited by availability. Payment in U.S. dollars must be received with the order. The American Payroll Association (APA) does not sell products on a trial basis. Please allow 14 to 21 days from the time you place your order for processing and shipping. Delivery times are not guaranteed and the actual delivery time will depend on product availability. Should you order a product in advance of the production date, you may submit a written request for a full refund, provided the APA has not already shipped the product.

**APA will accept the return of unopened products in saleable condition.** Refunds equal to the cost of the product less \$30 shipping and administrative fees will be issued upon receipt of the returned item(s). A check will be mailed to you for refunds; no refunds will be made directly to your credit card account. Authorization for returns must be obtained prior to returning any item by calling APA at (210) 224-6406, M - F, 8 a.m. - 6 p.m. CT. Return shipment must be at your own expense.

### Course Policies

**Registration Fees:** Registration form with payment must be received at least five business days in advance of the course start date to guarantee your registration. Fees include course manuals, all meeting materials, and may include a continental breakfast each morning and lunch each day. If you have not received confirmation of your registration one week prior to your seminar, please call APA at (210) 224-6406, M - F, 8 a.m. - 6 p.m. CT to confirm your registration. APA reserves the right to limit enrollment to ensure that published objectives are achieved. If

you have a disability or require special services, please contact APA at least 14 days in advance at the above number.

**Registration Confirmation & Specific Seminar Locations:** You will receive e-mail confirmation of your registration and class date after your completed form and payment have been received and processed. Specific class locations will be listed on APA's website, [www.americanpayroll.org](http://www.americanpayroll.org), at least 30 days before the seminar date.

**Same-Day Registrants:** Participants registering on the day of the program may enroll 15 minutes after all pre-registered participants have signed in. If there are insufficient class materials for same-day registrants, they will receive the materials at the earliest possible date following the seminar.

**Travel Arrangements:** Attendees are responsible for their own travel arrangements to and from seminars and conferences.

**Hotel Accommodations:** Room reservations and hotel charges are the responsibility of the individual. Reservations at hotels where APA has contracted a room block must be made at least 30 days in advance of the meeting date to ensure availability. Please be sure that you request the APA block of guest rooms when making your reservations.

**Transfers and Substitutions:** Vary by program. Requests to change the location or date of your course or to replace the name of the person attending should be made by calling (210) 224-6406, M - F, 8 a.m. - 6 p.m. CT. Some restrictions may apply.

**Course Schedules and Cancellation Policies:** Please refer to the specific class brochure or go to [www.americanpayroll.org](http://www.americanpayroll.org).

# 2008 APA Training Catalog Order Form

To Register or to Order Online go to: [www.americanpayroll.org](http://www.americanpayroll.org)

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(Update your contact information at [www.americanpayroll.org](http://www.americanpayroll.org))

I am a COLLEAGUE of an APA Member (at the same street address)

Colleague's ID #: \_\_\_\_\_  
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I want to join APA now – One-year Membership Dues\*: \$195 + One-time Enrollment Fee\*\*: \$35 = \$230

I am NOT an APA Member or Colleague APA ID# (if applicable): \_\_\_\_\_

\* Dues are subject to change without notice and are nonrefundable. Membership is on an individual basis; corporate memberships are not available. 100% of APA membership dues are deductible as an ordinary business expense. Members of the American Payroll Association receive PAYTECH magazine as part of their annual dues of \$195, \$50 of which is allocated for their subscription to PAYTECH, which is nonrefundable therefrom. \*\* An enrollment fee of \$35 is charged to all new members and to reinstate members inactive for more than 90 days.

## Please send me the following APA PRODUCTS:

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Less quantity discount on books (if applicable) \$ \_\_\_\_\_

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**U.S.** add 4% (\$5.00 minimum) of product subtotal; **outside U.S.** add 25% of product subtotal \$ \_\_\_\_\_

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MN sales tax: 6.5% on *PayTrain* and *Fundamentals of Payroll* \$ \_\_\_\_\_

Sales tax for books, e-books, CDs, *PayTrain*, *Fundamentals of Payroll*: \$ \_\_\_\_\_

NV 7.75%, NY 9.5%, TX 8.125% \$ \_\_\_\_\_

(A) **Total for Products** \$ \_\_\_\_\_

## Please register me for the following APA COURSES:

Course Name	Course Code	Course Location	Course Date(s)	Price
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_____	_____	_____	_____	_____
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(B) **Total for Courses** \$ \_\_\_\_\_

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(A+B+C) **TOTAL AMOUNT PAID** \$ \_\_\_\_\_

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