



American Payroll Association — American Accounts Payable Association



# 30th Anniversary CONGRESS

*Paying It Forward: Building a Firm Foundation for Future Success*



May 6-10, 2012  
Gaylord Palms Resort  
& Convention Center  
Orlando, FL

*"Congress provides the compliance updates, opportunities to connect with peers, government agencies, and industry leaders, and the resources to help me grow in my career and save my company money. Congress is more than a conference — it's an investment."*

—Julie Reinhardt, CPP  
Sr. Payroll & Benefits Specialist  
CAE Healthcare

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# 30th Anniversary CONGRESS

*Paying It Forward: Building a Firm Foundation for Future Success*

## Did you know?

The entire registration, housing, and workshop selection process is completely paperless?

See page 3 for details.



The 30th Anniversary Congress: Pass it on!

The American Payroll Association's 30th anniversary in 2012 marks a huge milestone for us. We're extremely proud of the association's achievements during the last 30 years, none of which would have been possible without you and your commitment to payroll education and training. What better place to celebrate our anniversary than at the Annual Congress!

To make the anniversary meaningful for you, we've designed the 30th Annual Congress to give you **more**.

**More education**—you have more than 170 workshops to choose from.

**More value**—we've raised the number of recertification credit hours you can earn – up to 30 RCHs.

**More networking opportunities**—you have an extra day to interact at the world's largest Payroll and AP Expo.

Congress is always focused on educating pay professionals, but more than that, this 30th Anniversary Congress is also dedicated to paying it forward for the benefit of others, through an expanded community outreach program. You'll have the opportunity to teach others about paycheck basics through the Money Matters: Understanding Your Paycheck program onsite. Also, during Pre-Congress, join us for Give & Laugh. The optional cover charge for the Debi Gutierrez comedy show will be donated to Susan G. Komen for the Cure.

These are just a few highlights of how we'll celebrate our 30th anniversary at Congress. You'll see everything Congress has in store for you within this brochure.

We invite you to join us for our very special Congress, May 6-10, 2012. Together, we'll pay it forward as we build a firm foundation for future success. We'll look for you in Orlando!

Dan Maddux  
Executive Director  
American Payroll Association  
American Accounts Payable Association



# Table of Contents

Welcome to your guide to the 30th Anniversary Congress! You'll find detailed workshop descriptions online and a Workshops-at-a-Glance schedule on pages 16-17.

## Moving Forward Online

To complete your registration, you'll need to complete the following:

### 1. Registration

Register by March 16, 2012, to save \$100 on your registration fee.

### 2. Hotel Reservations

Your online hotel reservation must be received by the Housing Bureau no later than April 4, 2012. Rooms and group rates may not be available after this date.

### 3. Workshop Selection

After your registration has been received, you will receive an email with a link to the online workshop selection. Make sure you **print a copy of your selections** for your records.

If you have any questions about these items or any aspect of Congress, please contact Membership Services at (210) 224-6406, M - F, 8 a.m. – 6 p.m. CT, or email your questions to [APA\\_Events@americanpayroll.org](mailto:APA_Events@americanpayroll.org).

## SPECIAL THANKS to the APA Board of Advisors for their contribution to the 30th Anniversary Congress

Taunya Fritzsching, CPP  
Marcela McCarthy, CPP  
Terry Meggitt, CPP  
Barb Muellerleile, CPP  
Jodi Parsons, CPP  
Laura Scott, CPP  
Christine Wescott, CPP  
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# Agenda

## Saturday, May 5

2:00 p.m. – 7:00 p.m. **Congress Registration**

## Sunday, May 6

Pre-Congress sponsored by



7:00 a.m. – 6:00 p.m. **Congress Registration**

7:00 a.m. – 7:30 a.m. **Orientation Session**

8:00 a.m. – 9:30 a.m. **Annual Business Meeting**

8:00 a.m. – 9:30 a.m. **Pre-Congress  
Workshop Session 1**

9:45 a.m. – 11:15 a.m. **Pre-Congress  
Workshop Session 2**

11:15 a.m. – 12:45 p.m. **Luncheon**  
How Did You Get There (in  
your career... in your life)?

1:00 p.m. – 2:00 p.m. **Power Hour  
Workshop Session**

2:15 p.m. – 3:45 p.m. **Pre-Congress  
Workshop Session 3**

4:00 p.m. – 5:00 p.m. **Spouse and Guest  
Information Meeting**

4:00 p.m. – 6:00 p.m. **Opening General Session**

### Welcome Remarks

**Dan Maddux**  
Executive Director  
American Payroll Association  
American Accounts Payable  
Association

**Jane Holmes, CPP**  
Immediate Past President  
American Payroll Association

**Brent Gow, CPP**  
President  
American Payroll Association  
2012 Payroll Man of the Year  
and Woman of the Year Awards

### Keynote Speaker

**Dr. Nido Qubein**  
"From Success to Significance"

sponsored by



8:30 p.m. – 9:30 p.m.

**Give & Laugh**  
**Debi Gutierrez**  
Comedian

sponsored by



## Monday, May 7

6:15 a.m. – 7:00 a.m. **Zumba Class**

7:00 a.m. – 12:00 p.m. **Congress Registration**

8:00 a.m. – 9:30 a.m. **Workshop Session 1**

9:45 a.m. – 11:15 a.m. **Workshop Session 2**

11:30 a.m. – 1:30 p.m. **Luncheon**

### Special Guest Speakers

**Ian Walters, FCIPP, MSC**  
Chairman  
Chartered Institute of Payroll  
Professionals

**Dianne Winsor, CPM**  
Chairman  
The Canadian Payroll Association

**Jason Low**  
Managing Director  
The Association for Payroll  
Specialists

The APA, Kronos, and  
Global Cash Card  
Payroll Education Grants



### Keynote Speaker

**Jeanne Robertson**  
"Paying It Forward With Humor"

1:45 p.m. – 3:15 p.m. **Workshop Session 3**

3:30 p.m. – 5:00 p.m. **Workshop Session 4**

3:30 p.m. – 5:00 p.m. **Accounts Payable  
General Session**



sponsored by



**Sherri Grigsby**  
Manager, Employer Services Team  
Office of Child Support  
Enforcement

2012 AP Professional of the  
Year Award

2012 Citations of Merit

2012 Accounts Payable  
Education Grant

5:15 p.m. – 8:30 p.m.

**Expo Grand Opening  
Cocktail Reception and Dinner**

sponsored by



2012 Chapter of the Year Award

8:30 p.m. – 10:00 p.m.

**Chapter Exchange Reception**

sponsored by






2012 Chapter Awards


## Tuesday, May 8

- 8:00 a.m. – 9:30 a.m. **Workshop Session 5**
- 9:45 a.m. – 11:45 a.m. **General Session**  
**Introductory Remarks** **Dan Maddux**  
Executive Director  
American Payroll Association  
American Accounts Payable  
Association
- Government Address** **Beth Tucker**  
Deputy Commissioner for  
Operations Support  
Internal Revenue Service
- Keynote Speaker** **Leigh Anne Tuohy**  
"A Morning With  
Leigh Anne Tuohy"  
*sponsored by*   
Global Cash Card
- 11:45 a.m. – 8:30 p.m. **Expo Open**
- 11:45 a.m. – 2:00 p.m. **Expo Networking Luncheon**
- 2:15 p.m. – 3:45 p.m. **Workshop Session 6**
- 4:00 p.m. – 5:30 p.m. **Workshop Session 7**
- 5:30 p.m. – 8:30 p.m. **Expo Cocktail Reception  
and Dinner**
- Costume Contest**
- 8:30 p.m. – 12:00 a.m. **"Bling It On!" Party**  
*sponsored by* 

## Wednesday, May 9

- 8:00 a.m. – 9:30 a.m. **Workshop Session 8**
- 9:30 a.m. – 12:00 p.m. **Expo Open**
- 12:00 p.m. – 2:00 p.m. **Awards Luncheon**  
*sponsored by*   
Global Cash Card
- Guest Speakers** **Dee Nelson, PHR, CPP**  
Payroll Manager  
E&J Gallo Winery  
2011 Payroll Woman  
of the Year
- Bruce Phipps, CPP**  
Corporate Payroll Manager  
Albert Einstein Healthcare  
Network  
2011 Payroll Man of the Year  
2012 Meritorious Service,  
Special Recognition,  
Government Partner, Special  
Friend Awards
- 2:15 p.m. – 3:45 p.m. **Workshop Session 9**
- 4:00 p.m. – 5:30 p.m. **Workshop Session 10**
- 5:45 p.m. – 7:15 p.m. **Closing General Session**
- Government Address** **Carolyn Colvin**  
Deputy Commissioner  
Social Security Administration
- Keynote Speaker** **Tim Gard**  
"Developing a Comic Vision"  
*sponsored by*   
CPA ASSOCIATION  
ACP CANADIENNE  
DE LA PAIE
- Door Prizes**  
*sponsored by* 
- Closing Slide Show**

## Thursday, May 10

- 6:15 a.m. – 7:00 a.m. **Zumba Class**
- 8:00 a.m. – 9:30 a.m. **Workshop Session 11**
- 9:45 a.m. – 11:15 a.m. **Workshop Session 12**
- 11:30 a.m. – 1:00 p.m. **Workshop Session 13**
- 3:00 p.m. – 5:00 p.m. **Money Matters: Understanding  
Your Paycheck**  
*sponsored by* 



# Keynote Speakers



## Dr. Nido Qubein

*"From Success to Significance"*

Sunday Opening General Session

Out of adversity emerges abundance. Difficult times often are filled with opportunities. Dr. Nido Qubein came to the United States as a teenager with little knowledge of English, no contacts, and only \$50 in his pocket, yet ended up a mega-success story. He will share his own story, and his ideas and strategies for succeeding through even turbulent times, inspiring you to be impactfully innovative.

Sponsored by



Meet Dr. Nido Qubein outside of the ballroom on Sunday, May 6, 6:00 - 6:30 p.m.

Field of Study: Personal Development/ 1.0 CPE Credit



## Leigh Anne Tuohy

*"A Morning With Leigh Anne Tuohy"*

Tuesday General Session

"Warrior Princess" Leigh Anne Tuohy, the real-life mom from the movie "The Blind Side," is an inspirational woman whose story has touched the hearts of Americans across the country. Leigh Anne inspires audiences to recognize the full potential of individuals in their community – and to find value in those who society has deemed valueless. Leigh Anne will offer advice through personal stories of determination, ignite generosity, and answer some of your questions.

Sponsored by



**Global Cash Card**

Meet Leigh Anne Tuohy at the Global Cash Card booth (#417) on Tuesday, May 8, 12:00 - 12:30 p.m.

Field of Study: Personal Development/ 1.0 CPE Credit



**Jeanne Robertson**

*"Paying It Forward With Humor"*

Monday Luncheon

Jeanne Robertson is charming, funny, and lighthearted. As one of America's funniest speakers, she returns for her fifth Congress to discuss the differences between being funny and possessing a sense of humor, learning to laugh at yourself, and accepting things that can't be changed. Her funny, original stories will remind pay professionals to pay it forward with humor.

Field of Study: Personal Development/  
1.0 CPE Credit



**Tim Gard**

*"Developing a Comic Vision"*

Wednesday Closing  
General Session

We cannot always control the things that happen around us, but we can certainly control our perception of those things. Tim Gard, a nationally recognized authority on stress reduction through humor, helps us see reality and share the fun of it with laughter and humor through the lens of *Comic Vision*. Tim will share humorous and effective approaches to stress-diffusion and frustration-eradication.

Sponsored by



Field of Study: Personal Development/  
1.0 CPE Credit



**Tim and Kris O'Shea**

Tim and Kris O'Shea are back for another year at Congress to help us laugh about the constantly changing world of payroll. Often described as "Saturday Night Live for business," the former corporate professionals by day and comedy writers and performers by night are both familiar with the fast pace of the working world. Tim and Kris present as "The O'Shea Report" at meetings and conventions all over North America.

Sponsored by 

Meet Tim and Kris O'Shea at the Infor booth (#1009) on Tuesday, May 8, 1:00 - 1:30 p.m.

# Government Speakers\*



**Sherri Grigsby**  
Manager, Employer Services Team  
Office of Child Support Enforcement

**Monday Accounts Payable  
General Session**



**Beth Tucker**  
Deputy Commissioner for  
Operations Support  
Internal Revenue Service

**Tuesday General Session**



**Carolyn Colvin**  
Deputy Commissioner  
Social Security Administration

**Wednesday Closing  
General Session**

Employers collect 70% of all child support in the U.S., largely through employee wage withholding. However, independent contractors are also subject to withholding, and the duty to collect it from their earnings falls to the AP department. Ms. Grigsby will discuss efforts to identify and enforce support obligations owed by independent contractors and the challenges employers face in their duties.

Field of Study: Business Law/0.5 CPE credits

Beth Tucker, an expert in integrated IRS support functions and better business practices, will discuss balancing service and enforcement, substantiation and taxation of employer-provided cell phones, the annual limit on salary reduction contributions to cafeteria plans and health FSAs, and the use of smart cards and debit cards to provide qualified transportation fringe benefits.

Field of Study: Taxes/0.5 CPE credits

Carolyn Colvin has spent her career managing programs designed to assist people with their health care and financial needs. She will discuss the future of social security and Medicare, SSA's efforts to redesign its wage reporting system, the MySSA project, Business Services Online (BSO) developments, and other SSA initiatives affecting payroll in 2012 and beyond.

Field of Study: Taxes/0.5 CPE credits

# Special Guest Speakers



**Brent Gow, CPP**  
President  
American Payroll Association



**Jane Holmes, CPP**  
Immediate Past President  
American Payroll Association



**Bruce Phipps, CPP**  
2011 Payroll  
Man of the Year



**Dee Nelson, PHR, CPP**  
2011 Payroll  
Woman of the Year



**Jodi Parsons, CPP**  
2011 AP  
Woman of the Year



**Jason Low**  
Managing Director  
The Association for  
Payroll Specialists



**Ian Walters, FCIPP,  
MSc**  
Chairman  
Chartered Institute of  
Payroll Professionals



**Dianne Winsor, CPM**  
Chairman  
The Canadian Payroll  
Association

\*As of press time

The Expo is the place to learn all about the state-of-the-art payroll and accounts payable technologies and tools to implement best practices, operational efficiencies, and cost savings. Educate yourself on today's resources and tomorrow's trends.

**Highlights Include:**

- Meet Leigh Anne Tuohy at the Global Cash Card booth (#417)
- Meet Tim and Kris O'Shea at the Infor booth (#1009)
- Pick up your Padfolio, sponsored by MasterCard, at Registration
- Pick up your Commemorative Paperweight at the FSV Payment Systems booth (#719)



Expo Hours and Events

Monday, May 7

5:15 p.m. – 8:30 p.m.	Expo Grand Opening Cocktail Reception Taste of Florida
8:00 p.m. – 8:30 p.m.	Chapter of the Year Award



Tuesday, May 8

11:45 a.m. – 8:30 p.m.	Expo Open
11:45 a.m. – 2:00 p.m.	Networking Lunch in Expo
5:30 p.m. – 8:30 p.m.	Cocktail Reception and Dinner APA and AAPA Gift Distribution
7:30 p.m. – 8:00 p.m.	Costume Contest
8:00 p.m. – 8:30 p.m.	Exhibitor Prize Drawings

Wednesday, May 9

9:30 a.m. – 12:00 p.m.	Expo Open
11:30 a.m. – 12:00 p.m.	Exhibitor Prize Drawings

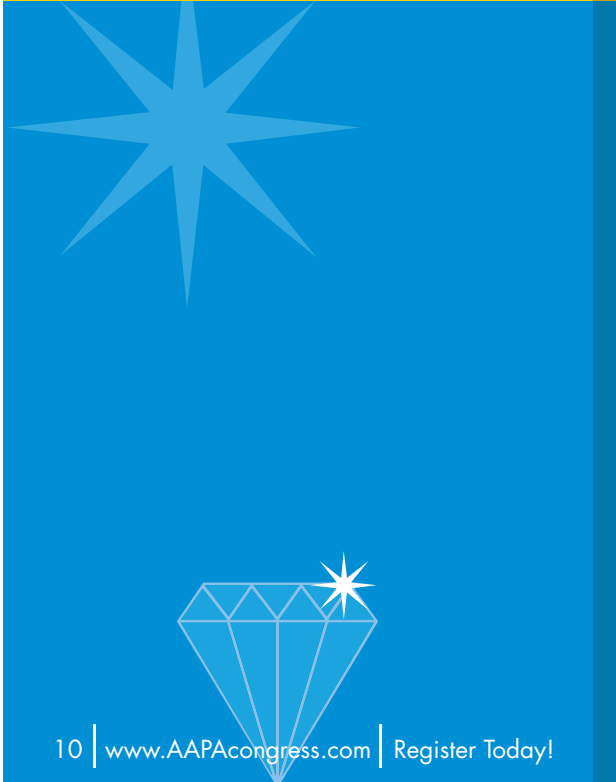
2012 Congress Exhibitors\*

- |  |  |   |
|--|--|---|
| Accountemps and Robert Half Finance & Accounting<br>Accu-Time Systems, Inc.<br>ADP, Inc.<br>Advance Systems America<br>Affordable Checks<br>Allpoint Network<br>APA/AAPA Solution Center<br>Ascentis Corporation<br>Attendance On Demand (InfoTronics)<br>Bank of American Merchant Solutions<br>Barnett Associates<br>Bloomberg BNA<br>Business Software, Inc.<br>Canadian Payroll Association<br>Celergo<br>Ceridian<br>CIC Plus<br>Comdata<br>Corporate Cost Control, Inc.<br>D2Xchange<br>Employment Tax Specialists<br>Empower Software Solutions<br>ePayroll Learning Center<br>ExpenseWatch.com<br>Financial Software Innovations<br>First Data Corporation<br>Fitzgerald and Law<br>FSV Payments Systems | Global Cash Card<br>Greenshades Software, Inc.<br>Grosvenor Technology<br>GS3 - The Cartwright Cos.<br>High Line Corporation<br>iEmployee/Asure Software<br>Independent Time & Labor Management Association<br>Infor<br>IOI Payroll Services<br>JAT Software<br>Kronos Incorporated<br>LTtax<br>MasterTax<br>MorphoTrak<br>NACHA<br>NOVAtime Technology, Inc.<br>Office of Child Support Enforcement<br>OnPayroll.ca Corp.<br>Oracle HCM User Group (UHUG)<br>PaycheckCity.com<br>Paychex<br>PayMaster Payroll Service<br>Payroll Tax Management (PTM)<br>PDS<br>Qquest Software<br>RCM Technologies, Inc.<br>Sability<br>SAFECHECKS | Sage Software<br>SALT Payroll Consultants, Inc.<br>SHRM - Society for Human Resource Management<br>Skylight Financial<br>Social Security Administration<br>StoneRiver, Inc.<br>SumTotal/CyberShift<br>TALX<br>Telliris<br>TFG Card Services<br>The Hackett Group<br>Time America<br>Time Management (Control Module)<br>TimeClock Plus (Data Management)<br>TimeLink<br>U.S. Bank<br>U.S. Bureau of Labor Statistics<br>U.S. Department of the Treasury<br>Ultimate Software<br>Vertex Inc.<br>Walton Management Services<br>Western Union Business Solutions<br>Windstar Technologies<br>Wolters Kluwer Law & Business<br>Workday<br>WorkForce Software<br>Wright Express – rapid! PayCard |
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\*As of press time

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# 2012 VIRTUAL CONGRESS & EXPO



The 2012 Virtual Congress & Expo, an online companion to Congress, is for everyone! Attendees on site and those who can't make it to Orlando can learn about crucial payroll and accounts payable topics, interact with vendors in the Virtual Expo, and network with fellow professionals in our Networking Lounge.

**Live:** Wednesday, May 9 from 10:00 a.m. – 8:00 p.m. ET  
**On Demand:** Available until August 9, 2012

Attend 1 General Session and 5 Virtual Workshops presented by industry subject matter experts:

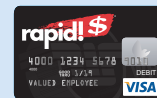
- When Must Terminated Employees Be Paid?  
Sponsored by Wright Express – rapid! Paycard
- Multi-State Income Taxation – Which States Require Me to Withhold?
- Dr. Nido Qubein – “From Success to Significance”  
Sponsored by Wright Express – rapid! Paycard
- What to Expect of the Paycard Market in the Next 24 Months, sponsored by Global Cash Card and Visa
- Making International Payments – What Options Are Available?
- Escheatment – What to Do With Unclaimed Paychecks

**Register online today for this free event.**

Earn up to 6 RCHs.



## 2012 Virtual Congress Sponsors:



## 2012 Virtual Congress Exhibitors:

- ADP, Inc.
- Global Cash Card
- Kronos
- Paychex, Inc.
- Timelink
- Ultimate Software
- Wright Express – rapid! Paycard

# Highlights

## Networking

### Congress Orientation

A must for first-timers, a Congress Orientation Session will help make Congress one of the most rewarding experiences of your career! This session is presented by Congress veterans who will show you how to learn, network, and make the most out of your Congress experience. Orientation is Sunday, May 6, 7:00 a.m. – 7:30 a.m.

### Chapter Exchange Reception

Join us for an interactive networking session where you can meet peers from nearly 160 APA chapters and three AAPA chapters. Take this opportunity to meet APA's Board of Advisors from each of the eight regions and discuss how to make your chapter a success. This exciting event takes place Monday, May 7, from 8:30 p.m. – 10:00 p.m., right after the Expo Cocktail Reception and Chapter of the Year Award.

Sponsored by:  **NACHA**  
The Electronic Payments Association™

### Chapter Pictorials

Video monitors throughout the convention center will showcase all of the creative and colorful local chapter pictorial presentations that were entered in the 2012 Chapter Pictorial Contest. Each unique photo montage slide show reflects the activities and events APA's individual chapters participated in throughout 2011.



## Events

### Accounts Payable General Session

AP shines bright in this special 90-minute session, starting at 3:30 p.m. Monday. Join us as we honor the 2012 AP Professional of the Year, the 2012 Citation of Merit award recipients, and the Accounts Payable Education Grant recipient, and hear from the Office of Child Support Enforcement. *Sponsored by:*



### Annual Business Meeting

Held on Sunday, May 6, from 8:00 a.m. – 9:30 a.m., the American Payroll Association's Annual Business Meeting is open to all association members.

### Awards Ceremonies

Members are the lifeblood of the APA and the AAPA. The success of these associations and the advancement of both the payroll and AP professions is not possible without the efforts of our volunteers. APA and AAPA will honor these exceptional achievers in special awards ceremonies on Sunday, Monday, and Wednesday.

### Chapter Awards

**New for 2012!** The 2012 Chapter of the Year Award will be announced during the Expo Cocktail Reception and Dinner, Monday, May 7. The Chapter Contest Awards will be announced during the Chapter Exchange Reception, starting at 8:30 p.m. Be there to cheer on all of the Chapters' success and hard work and see who will win the coveted Chapter of the Year Award. Let's celebrate all of the 2011 chapter accomplishments.

New for  
2012!

### Zumba Class

Energize yourself for the exciting day ahead! Join fellow Congress attendees as APA's Speaker Administration Manager and Certified Zumba Instructor Teresa Lopez leads you through a dynamic workout to Latin rhythms and easy-to-follow moves. Wear comfortable workout clothes and tennis shoes and bring a water bottle and hand towel. Classes will be Monday and Thursday morning, from 6:15 a.m. – 7:00 a.m.

### Costume Contest

The 30th Annual Congress Costume Contest is going to be Bling-tastic! Grab your biggest diamond earrings, rings, bracelets, watches, and necklaces – real or fake – and enter one of the following categories: Biggest-Brightest Bling; Most Outrageous Bling; Best 30th Anniversary Bling; Best Group to Bling-it; and Diamond Diva. Let your alter-image shine onstage during the Cocktail Reception and Dinner in the Expo on Tuesday, May 8 beginning at 7:30 p.m. Wear your costume all day Tuesday, or dress for success before entering the contest and then shimmying over to the Bling It On! Party.

## Resources

### New Workshops Added to the Lineup


In order to keep up with the ever-changing payroll and accounts payable industries, 36 new workshops have been added to this year's educational lineup. There are more than 170 different workshops to choose from!

### Expo


In one convenient place you will find a wide array of world-class vendors with the latest products, technologies, and services you require to improve the efficiency and reduce the costs of your operations. We thank you for visiting and networking with our vendors so they can learn what you need and how to provide it. Don't miss the Dinner & Expo Grand Opening on Monday, May 7.

### Congress App

Download the free Congress 2012 smart phone app to view the latest schedule, look up details on speakers and sessions, search for Expo information, and much more!

Sponsored by: 

### Congress Today

Begin each day with timely conference news, photos, and schedule updates in your daily Congress newspaper, *Congress Today*. Look for it every morning, Sunday through Wednesday. BNA is the proud sponsor of *Congress Today*. 

### Spouse and Guest Information Meeting

All guests of registered participants are invited to a special spouse and guest program on Sunday, May 6, 4:00 p.m. – 5:00 p.m. To help guests make the most of their stay in the Orlando area, representatives from local attractions will share highlights from some of the city's most popular sites.

### CPE Credits

General session and workshop descriptions detail the Field of Study and the number of CPE credits. This information is required by NASBA to be included in the descriptions to assist CPAs in identifying classes they can attend to earn specific CPE credits. The Course Level for all workshops is overview. CPAs can earn up to 35 CPE credits by attending/signing into each Pre-Congress and Congress session and completing the required evaluation form. Obtain a CPE evaluation form at the Onsite Registration Desk.

### Recertification Credit Hours

FPC and CPP designation holders can earn up to 30 RCHs for attending this conference, and up to an additional 6 for attending Virtual Congress. See page 25 for more information.

## Paying It Forward

Join our Paying It Forward projects designed to give back to our community. These projects are sponsored by Starbucks.



### Give & Laugh

**Sunday, May 6, 8:30 p.m. – 9:30 p.m.**

Join us for a night of laughter with comedian Debi Gutierrez. During her show, Debi disassembles and then explains the "language of love" spoken by men to waves of laughter and agreement – regardless of age or demographic. (See page 19 for more information about Debi.)

\$5 optional donation goes to Susan G. Komen for the Cure.



### Money Matters: Understanding Your Paycheck

**Thursday, May 10, 3:00 p.m. – 5:00 p.m.**

Make Congress 2012 unforgettable; participate in a rewarding experience. As part of our Paying It Forward outreach, we will be providing an education event for the Orlando community. Volunteer to educate today's workers in understanding their paycheck. You will give members of the Orlando community some valuable life lessons and help them to make good financial decisions, all while earning up to 2 additional RCHs. Visit [www.APAcongress.com](http://www.APAcongress.com) to sign up and get more information!



## Pre-Congress Luncheon

Sunday, May 6  
11:15 a.m. – 12:45 p.m.



**Regina Lee**

President of National Account Svcs.,  
Major Account Svcs., Benefits Svcs.,  
ADP Canada, and GlobalView  
ADP, Inc.

### How Did You Get There (in your career . . . in your life)?

Field of Study: Personal Development/0.5 CPE credit

Pay professionals know one overriding truth – they have to get the job done. On-the-job excellence is paramount, and having the skills, knowledge, and mastery of the pay process can be a long quest. Once you have them they can be a source of pride and confidence, but then what? It's possible being a pay "Jedi" is what you aspire to, and anything else is icing on the cake. Or, you may want to use your skills as a platform for new job and career opportunities. Either way, a strategy that emphasizes your career growth and, more important, all facets of your life, can go a long way to dealing with the daily bumps in the road. Our panelists, for whom payroll or one of its partner disciplines

was a starting point, will share how they have navigated through the challenges presented to them on the job and off. What were the trade-offs they faced? The good and bad decisions they made? When were career considerations important and not so important?

"How Did You Get There?" builds upon last year's Pre-Congress lunch session on networking, taking the whole notion of career and life skills – of "Paying It Forward" – to a new level. This year's session will give you a chance to pause and consider some of the big issues in your career and life.

## Sunday, May 6

### Pre-Congress Workshop Session 1

8:00 a.m. – 9:30 a.m.

- Payroll Record Keeping Requirements
- What Happens to Payroll When Your Company Goes Bankrupt?
- Ensuring Your Form 941 Avoids Penalties
- The Latest on Payroll Tax Forms
- Introduction to Stock & Stock Option Plans
- Creating and Managing Strong Corporate Relationships Inside and Between Companies
- Tips for Building a Business Case Study
- Understanding Tax Treaty Benefits and Limitations
- Escheatment and Unclaimed Property Myths: What You Really Need To Know
- Basic Career-Building Speaking Skills

### Pre-Congress Workshop Session 2

9:45 a.m. – 11:15 a.m.

- Mergers and Acquisitions
- Garnishments Beyond Child Support
- What's New at SSA...and What's Old, Too!
- Culture Differences of a Healthcare Environment
- Time & Attendance Best Practices for the Government/Public Sector
- Evolving Compensation Statements to a Total Rewards Program
- Introduction to U.S. Nonresident Alien Tax Withholding
- P-Cards and 1099-K's: Who Does What?
- Making Managers Into Leaders
- Payroll Card Case Studies

### Power Hour Workshop Session

1:00 p.m. – 2:00 p.m.

- Hotline Referral and AP Answers Committee Meeting
- Leveraging Human Capital Management as the Key to Driving Business Performance
- Make a Difference Through Volunteer Committees
- PayTrain Overview
- Talent Management Through Payroll Assessments

### Pre-Congress Workshop Session 3

2:15 p.m. – 3:45 p.m.

- Rules Behind the Direct Deposit of Payroll
- Managing Termination Pay
- Local Income Tax in Pennsylvania
- APA Lobbying Efforts: Wage Payments and Deductions
- Nonqualified Deferred Compensation Plans, Basic Metrics: How to Begin to Tell Your Story
- Global Payroll Challenges Roundtable
- Understanding Payments to Foreign Workers
- Building & Maintaining Trust in Business (and Life)
- Mindset Shifts: Overcome the Little Voices in Your Head & Become a Speaking Star



# Congress Tracks

## Thought Leadership

Significant return on investment and overcoming industry challenges with specific product solutions is the focus of the Thought Leadership track. These educational sessions showcase how organizations implemented specific solutions which positively impacted their bottom line.

sponsored by



KRONOS®



## Payroll Processing

This essential track presents topics critical to the efficient operation of the payroll process. Subjects range from internal controls to electronic payment methods and reconciliations.

## Wage Payments and Deductions

This track presents topics critical to ensuring that employees are paid accurately. Subjects range from regular rate of pay and handling overpayments to child support and other mandatory deductions.

## U.S. Taxation and Forms

This track presents topics essential to the understanding of U.S. payroll taxation and reporting compliance. Subjects range from third-party sick pay to multi-state taxation.

## Government Affairs

This track is for professionals involved in maintaining compliance. These sessions provide a thorough review of legislative and regulatory updates; explore the expansion of electronic forms, filing and reporting; and include the latest from the IRS, SSA, DOL, and other government agencies.

## Industry Specific Forums

Are you in a special industry or have a special interest? These forums discuss the hot topics and the unique issues of special interest to practitioners in a variety of trades and industries.

## Benefits and Compensation

These sessions are for professionals looking for best practices and trends in the field of benefits and compensation, including the latest on fringe benefits, stock options, cafeteria plans, and nonqualified deferred compensation plans.

## Executive

This track is ideal for executives, vice presidents, directors, and managers in payroll, finance, HR, and technology. Topics include metrics, best practices, change management, outsourcing, global perspectives, the Sarbanes-Oxley Act, and techniques to help you and your organization reach world-class performance.

## Global Forums

These forums explore a wide spectrum of payroll, taxation, and related issues from a global perspective. Topics include paying nonresident aliens, foreign nationals, and expatriates; international employee data privacy; and global risk management.

## Accounts Payable

This is the essential track for accounts payable professionals, and anyone who interfaces with AP. These sessions cover processes and practices critical to a successful accounts payable operation. Topics include Forms 1099-MISC and W-9 as well as AP benchmarking, internal controls, automation, and technology.

## Organization and Personal Management

For anyone seeking insights and perspective on a range of timely issues. This track offers vast options for enhancing your interpersonal skill set, furthering your professional development, expanding your leadership potential, and advancing your career.

## Technology

This track is designed for IT, HRIS, and payroll professionals and those who interact with them. These sessions cover the latest technology, such as paycards, electronic forms, and self-service Internet portals, as well as information security and emerging technology trends.



Sunday, May 06	Pre-Con Session 1 8:00 a.m. – 9:30 a.m.	20201 Payroll Record Keeping Requirements Repeated in Session 5	20202 What Happens to Payroll When Your Company Goes Bankrupt?	20203 Ensuring Your Form 941 Avoids Penalties	20204 The Latest on Payroll Tax Forms	20205 Introduction to Stock & Stock Option Plans	20206 Creating & Managing Strong Corporate Relationships Inside & Between Companies
	Pre-Con Session 2 9:45 a.m. – 11:15 a.m.	20301 Mergers & Acquisitions Repeated in Session 12	20302 Garnishments Beyond Child Support	20303 What's New at SSA...and What's Old, Too!	20304 Culture Differences in a Healthcare Environment	20305 Time & Attendance Best Practices for the Govt/Public Sector	20306 Evolving Compensation Statements to a Total Rewards Program
	Power Hours 1:00 p.m. – 2:00 p.m.	20501 Hotline Referral & AP Answers Committee Meeting	20502 Leveraging Human Capital Mgmt. as the Key to Driving Business Performance	20503 Make a Difference Through Volunteer Committees	20504 PayTrain® Overview	20505 Talent Management Through Payroll Assessments	
	Pre-Con Session 3 2:15 p.m. – 3:45 p.m.	20601 Rules Behind the Direct Deposit of Payroll	20602 Managing Termination Pay Repeated in Session 6	20603 Local Income Tax in Pennsylvania Repeated in Session 12	20604 APA Lobbying Efforts: Wage Payments & Deductions Repeated in Session 11	20605 Nonqualified Deferred Compensation Plans, Basic	20606 Metrics: How to Begin to Tell Your Story
Monday, May 07	WORKSHOP Session 1 8:00 a.m. – 9:30 a.m.	30201 Davis Bacon & Service Contract Act	30202 The One-Person Payroll Department	30203 Overpayments – What Can We Do? Repeated in Session 13	30204 An Introduction to Multi-State Taxation (Double Session) Repeated in Session 11 and 12	30205 Top 10 Things You Need to Know About Employment Tax Repeated in Session 6	30206 Manufacturing Industry Roundtable
	WORKSHOP Session 2 9:45 a.m. – 11:15 a.m.	30301 How to Change Payroll Cycles & Make Friends Doing So	30302 Payroll Auditing Techniques Repeated in Session 11	30303 Regular Rate of Pay/Overtime Issues		30305 A Look at How to Use E-Verify	30306 Hospitality/Service Industry Roundtable
	WORKSHOP Session 3 1:45 p.m. – 3:15 p.m.	30501 Dealing With the 27th/53rd Payday Phenomenon	30502 Don't Limit Your Payroll Internal Controls	30503 The Nuts & Bolts of Child Support	30504 Domestic Mobility	30505 Taking Control of Your I-9 Compliance	30506 Retail Industry Roundtable
	WORKSHOP Session 4 3:30 p.m. – 5:00 p.m.	30602 Payroll Accounting Repeated in Session 10	30603 Payroll Best Practices Recap	30604 Tax Credits & Incentives Impact the Bottom Line by Leveraging Payroll Data	30605 APA Lobbying Efforts: Tax & Immigration Repeated in Session 13	30606 Nonqualified Deferred Compensation, Advanced	30607 Getting Started With Payroll/AP Best Practices
Tuesday, May 08	WORKSHOP Session 5 8:00 a.m. – 9:30 a.m.	40101 Payroll Record Keeping Requirements Repeated in Pre-Con Session 1	40102 Secrets of a Successful Year-End Repeated in Session 9	40103 Local Income Tax in Ohio	40104 Payroll's Impact on Corporate Income Tax	40105 Higher Educational Institutions Payroll	40106 FSA vs. HSA – What's the Difference?
	WORKSHOP Session 6 2:15 p.m. – 3:45 p.m.	40401 The Future of Time & Attendance	40402 The 10 Most Common Payroll Pitfalls	40403 Managing Termination Pay Repeated in Pre-Con Session 3	40404 Multi-State Jurisdictional Taxation: A Case Study – How We Succeeded	40405 Top 10 Things You Need to Know About Employment Tax Repeated in Session 1	40406 FLSA Issues & Case Studies for the Govt/Public Sector
	WORKSHOP Session 7 4:00 p.m. – 5:30 p.m.	40501 Paycards Offer Solution to Declining Direct Deposit Participation	40502 Payroll Reconciliations: Taking Them to the Next Level Repeated in Session 9	40503 Is Payroll in California That Difficult?	40504 How to Deal With a Tax Protester	40505 Child Support Invades Cyberspace	40506 Forum on Federal Payroll Issues Repeated in Session 8
Wednesday, May 09	WORKSHOP Session 8 8:00 a.m. – 9:30 a.m.	50101 Payroll in the Cloud – A Success Story	50102 Wage & Hour: Compensable Time Issues	50103 Unemployment Tax Impact on 2012 and Beyond	50104 Forum on Federal Payroll Issues Repeated in Session 7	50105 IRS Reporting Agent Program – What a Service Provider Needs to Know	50106 Taxable & Nontaxable Fringe Benefits, Part 1
	WORKSHOP Session 9 2:15 p.m. – 3:45 p.m.	50301 Payroll Reconciliations: Taking Them to the Next Level Repeated in Session 7	50302 Secrets of a Successful Year-End Repeated in Session 5	50303 Third-Party Sick Pay	50304 DOL Investigation: How Would You Stack Up?	50305 Using the Internet for Federal, State & Local Payroll Research	50306 Electronic Pay – How Do You Get There?
	WORKSHOP Session 10 4:00 p.m. – 5:30 p.m.	50401 Payroll Accounting Repeated in Session 2	50402 Compliance Research: How to Find It, Use It, & Communicate to Management	50403 Correcting the W-2: Form W-2c to 941-X & More	50404 Dealing With an IRS Audit	50405 Shared Services Within Payroll	50406 Taxable & Nontaxable Fringe Benefits, Part 2
Thursday, May 10	WORKSHOP Session 11 8:00 a.m. – 9:30 a.m.	60201 Payroll Auditing Techniques Repeated in Session 2	60202 An Introduction to Multi-State Taxation (Double Session) Repeated in Session 1 and 2	60203 APA Lobbying Efforts: Wage Payments & Deductions Repeated in Pre-Con Session 3	60204 Health Care Payroll Challenges & Compliance	60205 Taxable & Non-Taxable Fringe Benefit Issues in the Govt/Public Sector	60206 Executive Compensation Audits: What Is the IRS Looking At? Repeated in Session 1
	WORKSHOP Session 12 9:45 a.m. – 11:15 a.m.	60301 Mergers & Acquisitions Repeated in Pre-Con Session 2		60303 Local Income Tax in Pennsylvania Repeated in Pre-Con Session 3	60304 Patient Protection & Affordable Care Act (Health Care) and Its Impact on Payroll Repeated in Session 2	60305 Which Is Better: Outsourcing or Shared Services?	60306 Developments in International Employee Data Privacy
	WORKSHOP Session 13 11:30 a.m. – 1:00 p.m.	60401 Overpayments – What Can We Do? Repeated in Session 1	60402 APA Lobbying Efforts: Tax & Immigration Repeated in Session 4	60403 What You Don't Know Can Hurt Your Clients – Dealing with IRS/SSA Reconciliations	60404 Change Management Strategies Ensure Successful Implementation	60405 Shadow Payrolls	60406 More Than a Paycard: Innovative Prepaid Card Program Case Study

COLOR KEY:  Thought Leadership  Payroll Processing  Wage Payments and Deductions  U.S. Taxation and Forms  Government Affairs  Industry Specific Forums

# Workshops-at-a-Glance

Sunday, May 06	20207 Tips for Building a Business Case Study	20208 Understanding Tax Treaty Benefits & Limitations	20209 Escheatment & Unclaimed Property Myths: What You Really Need to Know	20210 Basic Career Building Speaking Skills				
	20307 Introduction to U.S. Nonresident Alien Tax Withholding	20308 P-Cards and 1099-K's – Who Does What?	20309 Making Managers Into Leaders	20310 Payroll Card Case Studies				
	20607 Global Payroll Challenges Roundtable	20608 Understanding Payments to Foreign Workers	20609 Building & Maintaining Trust in Business (and Life)	20610 Mindset Shifts: Overcome the Little Voices in Your Head & Become a Speaking Star				
Monday, May 07	30207 Stock Options & Equity Compensation Plans, Advanced	30208 Executive Compensation Audits: What Is the IRS Looking At? Repeated in Session 11	30209 Six Sigma for Payroll	30210 Top 10 Things to Know About a Basic Canadian Payroll	30211 State Form 1099 Reporting	30212 Advanced Career-Building Speaking Skills	30213 Prepare Yourself for the FPC & CPP Exams	30214 The Basics of a Paycard Program
	30307 Patient Protection & Affordable Care Act (Health Care) and Its Impact on Payroll Repeated in Session 12	30308 Shared Services Best Practices	30309 Expatriate Payroll – Compliance Requirements & Global Admin., Basic Repeated in Session 7	30310 Form 1099-MISC, Basic	30311 Brace for Impact: Effective Business Communications	30312 Payroll & Human Resources as Partners Repeated in Session 10	30313 Pitching Your Leadership Tent	30314 Payroll Card Program Best Practices
	30507 401(k) Plans – What You Wanted to Ask But Were Afraid To	30508 Devising the Right Multinational HR Payroll Strategy	30509 Global Payroll & HR, Part 1	30510 Understanding the Tax Equalization & Tax Protection Process	30511 IRS “B” Notices: Handle Correctly and on Time, or Pay the Price Later	30512 Payroll Consulting as a Career	30513 Selling Yourself & Your Ideas	30514 Preparing & Analyzing Requests for Proposal
	30608 Outsourcing Solutions – A Reality Check	30609 Payroll Strategies for Success	30610 Nonresident Alien Withholding & Reporting for Corporations & Nonprofit Organizations	30611 Paying in the U.K.	30612 Managing AP Vendor Master Files & Preventing Duplicate Payments	30613 Management Skills for the New Payroll Manager	30614 Communicating Payroll Issues to Employees Repeated in Session 13	30615 What Every Payroll Professional Needs to Know About Emerging Payroll Technologies
Tuesday, May 08	40107 Innovative Best Practices From the Prism Award Winners	40108 The Economies of a Shared Services Environment	40109 Canadian Payrolls – Taxation Issues	40110 Sales & Use Tax Compliance: What AP Needs to Know	40111 Making a Difference Through Mentoring	40112 Managing Millennials	40113 Personal Financial Planning for a Secure Future	40114 Promoting the Payroll Card Value Proposition to the Unionized Workforce
	40407 2011 Payroll Benchmarking/Performance Study	40408 Quality Assurance for Payroll	40409 Going Global – Building an Effective Global Payroll Program	40410 Getting Vendor Buy-in for Electronic Payments	40411 Building a Successful Employment Brand in the New Economy	40412 Pay It Forward Chapter Mantra: Mentoring, Motivating, & Membership	40413 Time Management	40414 Paperless Pay Compliance in 50 States
	40507 Cafeteria Plans & The Payroll Department, Basic	40508 Payroll & The Sarbanes-Oxley Act Repeated in Session 10	40509 Expatriate Payroll – Compliance Requirements & Global Admin., Basic Repeated in Session 2	40510 Nonresident Alien Taxation and Withholding for Educational Institutions	40511 How to Deal With a Sales & Use Tax and Withholding Audit	40512 Internal Controls for Accounts Payable	40513 Customer Service for Payroll Professionals	40514 Emotional Intelligence
Wednesday, May 09	50107 Business Continuity Planning	50108 Shared Services Roundtable	50109 Canadian Payroll – Nontaxation Issues	50110 Independent Contractor Issues	50111 Developing a Cohesive Team	50112 How to Build a Firm Foundation for a Successful Career	50113 Leading Change in Yourself & Others	50114 Four Stages of a Successful Software Implementation
	50307 Cafeteria Plans/Section 125 Plans, Advanced	50308 HR/Payroll Metrics: Turning Data into Information	50309 Expatriate Payrolls, Advanced	50310 Visas – Working in the U.S.	50311 Basic Accounting for the AP Professional	50312 Developing a Successful Partnership With Your Vendor Repeated in Session 12	50313 Documenting Your Procedures & Processes	50314 Tips for Project Management
	50407 Implementing a Payroll Privacy Plan	50408 Payroll & The Sarbanes-Oxley Act Repeated in Session 7	50409 How to Create a Global RFP	50410 Payroll Challenges in Tracking, Reporting Global Equity	50411 AP Auditing Techniques	50412 Payroll & Human Resources as Partners Repeated in Session 2	50413 Providing Employees With e-Forms W-2 & W-2c	50414 Ready, Set, Recover: Ensuring Your Employees Get Paid!
Thursday, May 10	60207 Global Payroll & HR, Part 2	60208 Managing Month-End Accruals	60209 Building & Managing a Talented Payroll Team					
	60307 When AP & Payroll Should Talk	60308 Developing a Successful Partnership With Your Vendor Repeated in Session 9	60309 Optimizing Time & Attendance to Include Your Mobile, Remote, and Field Workforce					
	60407 Communicating Payroll Issues to Employees Repeated in Session 4	60408 New Tools, New Rules: Communication & Business Etiquette in the Digital Age	60409 Trends in Time & Attendance					

## Selecting Your Workshops

Select your workshops, meals, and special events online, following the instructions that will be emailed to you shortly after registering. Select one workshop from each session, including the Pre-Congress Sessions. Power Hour Workshops are 1 hour, all other workshops are 1 hour and 30 minutes; all double sessions are 3 hours with a 15-minute break. If you select a double session workshop in Session 1 or 11, do not select a workshop in Session 2 or 12.



Benefits and Compensation



Executive



Global Forums



Accounts Payable



Organization and Personal Management



Technology

# Workshops

To view the latest workshop descriptions, visit

[www.APAcongress.com](http://www.APAcongress.com)

or

[www.AAPACongress.com](http://www.AAPACongress.com)





## Give & Laugh With Debi Gutierrez\*

Sunday, May 6 • 8:30 p.m. - 9:30 p.m.

Debi Gutierrez is not your run-of-the-mill entertainer or television personality. She is as unique in her performances as she is in her personal life. Debi speaks of the common threads that describe us all with a relatable, sharp wit, energy and realism that make it okay to be a human again. Debi's hilarious and no-nonsense perspective on life and relationships will have the audience roaring with laughter and slapping each other on the backs.

Your \$5 optional donation will go to Susan G. Komen for the Cure.

**\*This show contains adult content.**

Sponsored by:



## Bling It On! Party

Tuesday, May 8 • 8:30 p.m. - 12:00 a.m.

Put on the glitz and wear your sparkly outfit from the costume contest in the Expo and come on up to the Osceola Ballroom for the Bling It On! Party. Shimmy, shake, and shine on the dance floor to the beat of the DJ's music spins. Show off your smooth moves in the dance contests. An evening of fun and surprises is in store.

Party hearty and Bling It On!

Sponsored by:



## Gaylord Palms Resort and Convention Center

Sun-drenched and spectacular, Gaylord Palms Resort and Convention Center brings excitement to life through world-class restaurants, dynamic on-site recreation, and breathtakingly beautiful gardens under glass. You'll be amazed at the four-and-a-half acres of lush indoor gardens and three distinct Florida environments. When the Expo is closed, you'll discover fine dining and casual restaurants, unique shopping experiences, and the 20,000-square-foot Relâche Spa and fitness center.

The hotel was built in the sumptuous style and grandeur of a turn-of-the-century Florida mansion, but with the modern amenities and deluxe accommodations of a world-renowned luxury hotel.

Located just 1.5 miles from the front gate of Walt Disney World® and in close proximity to other Orlando theme parks, Gaylord Palms is just 20 minutes from Orlando International Airport. There is so much to do in Central Florida; plan to extend your stay or arrive early for vacation.

# Registration Information

	Diamond Special Save \$100 when you register by March 16, 2012*	Pearl Special Save \$50 when you register on or before April 6, 2012*	Register on or after April 7, 2012
<b>4½-Day Conference</b>			
Member	\$1,595	\$1,645	\$1,695
Colleague	\$1,645	\$1,695	\$1,745
Non-Member	\$1,795	\$1,845	\$1,895
<b>Monday Only</b>			
Member	\$500	\$500	\$500
Colleague	\$500	\$500	\$500
Non-Member	\$500	\$500	\$500
<b>Tuesday Only</b>			
Member	\$500	\$500	\$500
Colleague	\$500	\$500	\$500
Non-Member	\$500	\$500	\$500
<b>Monday &amp; Tuesday</b>			
Member	\$1,000	\$1,000	\$1,000
Colleague	\$1,000	\$1,000	\$1,000
Non-Member	\$1,000	\$1,000	\$1,000

\* Discount does not apply to Monday and/or Tuesday only prices.

## Additional Items Available for Purchase

**Give & Laugh Comedy Night** on May 6  
Suggested donation per person . . . . . \$5  
Money will be donated to Susan G. Komen for the Cure.

Cocktail Reception/Dinner in the Expo  
and the **Bling It On!** Party  
on May 8 . . . . . \$100 per guest

## For Registration Questions:

Call Membership Services at  
+1(210) 224-6406, M-F, 8 a.m. – 6 p.m. CT  
or Email [APA@americanpayroll.org](mailto:APA@americanpayroll.org)  
or [Membership@americanAP.org](mailto:Membership@americanAP.org)

**Register Online:** [www.APAcongress.com](http://www.APAcongress.com) or [www.AAPACongress.com](http://www.AAPACongress.com)

# 30<sup>th</sup> Anniversary Congress - Registration Form

May 6-10, 2012 • Orlando, FL • Gaylord Palms Resort & Convention Center

Register and make housing reservations at: [www.APAcongress.com](http://www.APAcongress.com) or [www.AAPAccongress.com](http://www.AAPAccongress.com)

I am an:  APA MEMBER or  AAPA MEMBER

Member's ID #: \_\_\_\_\_

(Update your contact information at [www.APAcongress.com](http://www.APAcongress.com) or [www.AAPAccongress.com](http://www.AAPAccongress.com))

I am a COLLEAGUE of an:  APA MEMBER or  AAPA MEMBER

(at the same street address)

Colleague's ID #: \_\_\_\_\_

Member's Name: \_\_\_\_\_

Member's ID #: \_\_\_\_\_

I would like to join APA or AAPA at this time AND register for the conference at the special APA or AAPA member price

	APA	AAPA
Congress Registration Fee .....	\$ _____	\$ _____
<small>(Fill in blank with applicable price from right)</small>		
One-Year Annual Membership Dues* .....	\$219	\$185
One-Time Enrollment Fee .....	\$ 35	\$ 35

I am NOT an APA or AAPA Member or Colleague

## Registrant Information

Ms.  Mr. Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Zip + 4-digit/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

(Area/Country Code)

Fax: \_\_\_\_\_

(Area/Country Code)

Email: \_\_\_\_\_

(For official APA or AAPA communications, registration confirmation, and Payroll Currently or AP Journal)

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

Needed for New Member Enrollment: Birth date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## All Attendees Please Complete This Section

In case of emergency, contact:

Name: \_\_\_\_\_

Relation to Attendee: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

I will be staying at this hotel: \_\_\_\_\_

Special Dietary Request:  Vegetarian  Gluten-Free  Kosher

## — Registration Savings Options<sup>†</sup> —

Registration includes Pre-Congress and Congress programs.

Event Code: 120419

### Fees

<b>Diamond Special:</b> <b>SAVE \$100</b> when you register by March 16	<b>MEMBER:</b>	\$1,595
	<b>COLLEAGUE:</b>	\$1,645
	<b>NON-MEMBER:</b>	\$1,795

<b>Pearl Special:</b> <b>SAVE \$50</b> when you register by April 6	<b>MEMBER:</b>	\$1,645
	<b>COLLEAGUE:</b>	\$1,695
	<b>NON-MEMBER:</b>	\$1,845

<b>Register on or after April 7</b>	<b>MEMBER:</b>	\$1,695
	<b>COLLEAGUE:</b>	\$1,745
	<b>NON-MEMBER:</b>	\$1,895

<b>Monday OR Tuesday</b>	<b>MEMBER:</b>	\$500
	<b>COLLEAGUE:</b>	\$500
	<b>NON-MEMBER:</b>	\$500

<b>Monday &amp; Tuesday</b>	<b>MEMBER:</b>	\$1,000
	<b>COLLEAGUE:</b>	\$1,000
	<b>NON-MEMBER:</b>	\$1,000

### Guest Registration

The following guest(s) will join me for Give & Laugh Comedy Night on May 6. Suggested donation per person is \$5.

Guest Name: \_\_\_\_\_ \$ \_\_\_\_\_

Guest Name: \_\_\_\_\_

The following guest(s) will join me for the Cocktail Reception/Dinner in the Expo and the Bling It On! Party on May 8 at \$100 per ticket:

Guest Name: \_\_\_\_\_ \$ \_\_\_\_\_

Guest Name: \_\_\_\_\_

Registration Amount:  4½-day conference  Monday Only  Tuesday Only  Monday & Tuesday \$ \_\_\_\_\_

One-year Membership Dues & Fees, if applicable (APA: \$254; AAPA: \$220) \$ \_\_\_\_\_

Give & Laugh Comedy Night, suggested donation per person: \$5 \$ \_\_\_\_\_

**Total Payment:** \$ \_\_\_\_\_

\*Membership dues are subject to change without notice and are nonrefundable. Membership is on an individual basis; corporate memberships are not available. 100% of 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 \$219, \$50 of which is allocated for their subscription to PAYTECH, which is nonrefundable therefrom.

Members of the American Accounts Payable Association will receive AP Journal Online and PAYTECH as part of their annual dues of \$185, \$50 of which is allocated for their subscription to PAYTECH, which is nonrefundable therefrom.

By registering for this program, you are granting official photographers permission to photograph you and use the photos in our publications. For more details, see page 55 of the Congress brochure.

EMT: B E W

## — Payment Options —

<sup>†</sup> Payment in U.S. dollars must accompany registration form. Currency Converter: [www.APAcongress.com](http://www.APAcongress.com) or [www.AAPAccongress.com](http://www.AAPAccongress.com)

### Three Enrollment Options:

Online  Fax  Mail

[www.APAcongress.com](http://www.APAcongress.com) or [www.AAPAccongress.com](http://www.AAPAccongress.com)

(210) 224-6038

To address at right

I authorize APA or AAPA to charge my:      

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Card is: (check one)  Corporate  Personal

Name on Credit Card: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

Make check payable and mail to:

API Fund for Payroll Education, Inc. • c/o American Payroll Association  
660 North Main Avenue, Suite 100 • San Antonio, TX 78205-1217

Purchase Order #: \_\_\_\_\_ (for government agencies/universities only)

**No refunds or cancellations will be honored. However, if we are notified in writing of your inability to attend by April 6, 2012, a credit will be issued for another APA- or AAPA-sponsored meeting less a \$150 cancellation fee. This credit is good for one year from date of issue. For full information, including substitution policies, call (210) 224-6406, M - F, 8 a.m. - 6 p.m. CT, or visit [www.americanpayroll.org/congress](http://www.americanpayroll.org/congress) or [www.americanAP.org/congress](http://www.americanAP.org/congress).**

**If you require special services, please call Membership Services at (210) 224-6406, M-F, 8 a.m. - 6 p.m. CT, at least 21 days in advance of the event.**

Last updated February 22, 2012

FOR OFFICE USE ONLY: Date: \_\_\_\_\_ Order #: \_\_\_\_\_ Batch #: \_\_\_\_\_ Group #: \_\_\_\_\_ Check #: \_\_\_\_\_ C/P: \_\_\_\_\_ Total: \$ \_\_\_\_\_

# 30<sup>th</sup> Anniversary Congress – 2012 Workshop Selection Form

Use this Workshop Selection Form to help you plan your week. Enter your selections online following the instructions that will be emailed to you shortly after registering. If you select a double session workshop in Session 1 or Session 11, do not select a workshop in Session 2 or 12. Workshop titles may be abbreviated; use the workshop number for reference.

## Special Events (Please check all events you plan to attend.)

- 20101 Sunday, Orientation Session
- 20401 Sunday, Pre-Congress Luncheon
- 20701 Sunday, Guest & Spouse Information Meeting
- 20801 Sunday, Opening General Session
- 20901 Sunday, Give & Laugh comedy show
- 30101 Monday, Zumba
- 30401 Monday, General Session/Luncheon
- 30601 Monday, Accounts Payable General Session
- 30701 Monday, Expo Grand Opening Cocktail Reception and Dinner
- 30801 Monday, Chapter Exchange Reception
- 40201 Tuesday, General Session
- 40301 Tuesday, Expo Networking Luncheon
- 40601 Tuesday, Expo Cocktail Reception and Dinner
- 40701 Tuesday, Bling It On! Party
- 50201 Wednesday, Awards Luncheon
- 50501 Wednesday, Closing General Session
- 60101 Thursday, Zumba

**Thank you ADP for sponsoring the Pre-Congress Day on Sunday.**



## Sunday, May 6:

### Pre-Congress Session 1 8:00 a.m. – 9:30 a.m.

- 20201 Payroll Record Keeping Requirements
- 20202 What Happens to Payroll When Your Company Goes Bankrupt?
- 20203 Ensuring Your Form 941 Avoids Penalties
- 20204 The Latest on Payroll Tax Forms
- 20205 Introduction to Stock & Stock Option Plans
- 20206 Creating and Managing Strong Corporate Relationships Inside and Between Companies
- 20207 Tips for Building a Business Case Study
- 20208 Understanding Tax Treaty Benefits & Limitations
- 20209 Escheatment and Unclaimed Property Myths: What You Really Need to Know
- 20210 Basic Career Building Speaking Skills

### Pre-Congress Session 2 9:45 a.m. – 11:15 a.m.

- 20301 Mergers and Acquisitions
- 20302 Garnishments Beyond Child Support
- 20303 What's New at SSA... and What's Old, Too!
- 20304 Culture Differences in a Healthcare Environment
- 20305 Time & Attendance Best Practices for the Government/ Public Sector

- 20306 Evolving Compensation Statements to a Total Rewards Program
- 20307 Introduction to U.S. Nonresident Alien Tax Withholding
- 20308 P-Cards & 1099-K's – Who Does What?
- 20309 Making Managers Into Leaders
- 20310 Payroll Card Case Studies

### Power Hour Workshops 1:00 p.m. – 2:00 p.m.

- 20501 Hotline Referral and AP Answers Committee Meeting
- 20502 Leveraging Human Capital Management as the Key to Driving Business Performance
- 20503 Make a Difference Through Volunteer Committees
- 20504 PayTrain® Overview
- 20505 Talent Management Through Payroll Assessments

### Pre-Congress Session 3 2:15 p.m. – 3:45 p.m.

- 20601 Rules Behind the Direct Deposit of Payroll
- 20602 Managing Termination Pay
- 20603 Local Income Tax in Pennsylvania
- 20604 APA Lobbying Efforts: Wage Payments and Deductions
- 20605 Nonqualified Deferred Compensation Plans, Basic
- 20606 Metrics: How to Begin to Tell Your Story
- 20607 Global Payroll Challenges Roundtable
- 20608 Understanding Payments to Foreign Workers
- 20609 Building & Maintaining Trust in Business (and Life)
- 20610 Mindset Shifts: Overcome the Little Voices in Your Head & Become a Speaking Star

## Monday, May 7:

### Workshop Session 1 8:00 a.m. – 9:30 a.m.

Double Session ends at 11:15 a.m.

- 30201 Davis Bacon & Service Contract Act
- 30202 The One-Person Payroll Department
- 30203 Overpayments – What Can We Do?
- 30204 An Introduction to Multi-State Taxation\*
- 30205 Top 10 Things You Need to Know About Employment Tax
- 30206 Manufacturing Industry Roundtable
- 30207 Stock Options and Equity Compensation Plans, Advanced
- 30208 Executive Compensation Audits: What is the IRS Looking At?
- 30209 Six Sigma for Payroll
- 30210 Top 10 Things to Know About a Basic Canadian Payroll
- 30211 State Form 1099 Reporting
- 30212 Advanced Career-Building Speaking Skills
- 30213 Prepare Yourself for the FPC and CPP Exams
- 30214 The Basics of a Paycard Program

\*Double Session

**Workshop Session 2****9:45 a.m. - 11:15 a.m.**

- 30301 How to Change Payroll Cycles and Make Friends Doing So
- 30302 Payroll Auditing Techniques
- 30303 Regular Rate of Pay/Overtime Issues
- 30305 A Look at How to Use E-Verify
- 30306 Hospitality/Service Industry Roundtable
- 30307 Patient Protection and Affordable Care Act (Health Care) and Its Impact on Payroll
- 30308 Shared Services Best Practices
- 30309 Expatriate Payroll – Compliance Requirements and Global Administration, Basic
- 30310 Form 1099-MISC, Basic
- 30311 Brace for Impact: Effective Business Communications
- 30312 Payroll & Human Resources as Partners
- 30313 Pitching Your Leadership Tent
- 30314 Payroll Card Program Best Practices

**Workshop Session 3****1:45 p.m. - 3:15 p.m.**

- 30501 Dealing With the 27th/53rd Payday Phenomenon
- 30502 Don't Limit Your Payroll Internal Controls
- 30503 The Nuts & Bolts of Child Support
- 30504 Domestic Mobility
- 30505 Taking Control of Your I-9 Compliance
- 30506 Retail Industry Roundtable
- 30507 401(k) Plans: What You Wanted to Ask But Were Afraid To
- 30508 Devising the Right Multinational HR Payroll Strategy
- 30509 Global Payroll & HR, Part 1
- 30510 Understanding the Tax Equalization & Tax Protection Process
- 30511 IRS "B" Notices: Handle Correctly and on Time, or Pay the Price Later
- 30512 Payroll Consulting as a Career
- 30513 Selling Yourself and Your Ideas
- 30514 Preparing & Analyzing Requests for Proposal

**Workshop Session 4****3:30 p.m. - 5:00 p.m.**

- 30602 Payroll Accounting
- 30603 Payroll Best Practices Recap
- 30604 Tax Credits and Incentives Impact the Bottom Line by Leveraging Payroll Data
- 30605 APA Lobbying Efforts: Tax & Immigration
- 30606 Nonqualified Deferred Compensation, Advanced
- 30607 Getting Started With Payroll/AP Best Practices
- 30608 Outsourcing Solutions – A Reality Check
- 30609 Payroll Strategies for Success
- 30610 Nonresident Alien Withholding & Reporting for Corporations and Nonprofit Organizations
- 30611 Paying in the U.K.
- 30612 Managing AP Vendor Master Files and Preventing Duplicate Payments
- 30613 Management Skills for the New Payroll Manager

- 30614 Communicating Payroll Issues to Employees
- 30615 What Every Payroll Professional Needs to Know about Emerging Payroll Technologies

**Tuesday, May 8:****Workshop Session 5****8:00 a.m. - 9:30 a.m.**

- 40101 Payroll Record Keeping Requirements
- 40102 Secrets of a Successful Year-End
- 40103 Local Income Tax in Ohio
- 40104 Payroll's Impact on Corporate Income Tax
- 40105 Higher Educational Institutions Payroll
- 40106 FSA vs. HSA – What's the Difference?
- 40107 Innovative Best Practices From the Prism Award Winners
- 40108 The Economies of a Shared Services Environment
- 40109 Canadian Payrolls – Taxation Issues
- 40110 Sales & Use Tax Compliance: What AP Needs to Know
- 40111 Making a Difference Through Mentoring
- 40112 Managing Millennials
- 40113 Personal Financial Planning for a Secure Future
- 40114 Promoting the Payroll Card Value Proposition to the Unionized Workforce

**Workshop Session 6****2:15 p.m. - 3:45 p.m.**

- 40401 The Future of Time and Attendance
- 40402 The 10 Most Common Payroll Pitfalls
- 40403 Managing Termination Pay
- 40404 Multi-State Jurisdictional Taxation: A Case Study – How We Succeeded
- 40405 Top 10 Things You Need to Know About Employment Tax
- 40406 FLSA Issues & Case Studies for the Government/Public Sector
- 40407 2011 Payroll Benchmarking/Performance Study
- 40408 Quality Assurance for Payroll
- 40409 Going Global – Building an Effective Global Payroll Program
- 40410 Getting Vendor Buy-in for Electronic Payments
- 40411 Building a Successful Employment Brand in the New Economy
- 40412 Pay It Forward Chapter Mantra: Mentoring, Motivating, and Membership
- 40413 Time Management
- 40414 Paperless Pay Compliance in 50 States

**Workshop Session 7****4:00 p.m. - 5:30 p.m.**

- 40501 Paycards Offer Solution to Declining Direct Deposit Participation
- 40502 Payroll Reconciliations: Taking Them to the Next Level
- 40503 Is Payroll in California That Difficult?
- 40504 How to Deal With a Tax Protester
- 40505 Child Support Invades Cyberspace
- 40506 Forum on Federal Payroll Issues
- 40507 Cafeteria Plans & the Payroll Department, Basic
- 40508 Payroll and The Sarbanes-Oxley Act
- 40509 Expatriate Payroll – Compliance Requirements and Global Administration, Basic

- 40510 Nonresident Alien Taxation and Withholding for Educational Institutions
- 40511 How to Deal With a Sales & Use Tax and Withholding Audit
- 40512 Internal Controls for Accounts Payable
- 40513 Customer Service for Payroll Professionals
- 40514 Emotional Intelligence

- 50408 Payroll and The Sarbanes-Oxley Act
- 50409 How to Create a Global RFP
- 50410 Payroll Challenges in Tracking, Reporting Global Equity
- 50411 AP Auditing Techniques
- 50412 Payroll & Human Resources as Partners
- 50413 Providing Employees With e-Forms W-2 and W-2c
- 50414 Ready, Set, Recover: Ensuring Your Employees Get Paid!

## Wednesday, May 9:

### Workshop Session 8 8:00 a.m. – 9:30 a.m.

- 50101 Payroll in the Cloud – A Success Story
- 50102 Wage and Hour: Compensable Time Issues
- 50103 Unemployment Tax Impact on 2012 and Beyond
- 50104 Forum on Federal Payroll Issues
- 50105 IRS Reporting Agent Program – What a Service Provider Needs to Know
- 50106 Taxable and Nontaxable Fringe Benefits, Part 1
- 50107 Business Continuity Planning
- 50108 Shared Services Roundtable
- 50109 Canadian Payroll – Nontaxation Issues
- 50110 Independent Contractor Issues
- 50111 Developing a Cohesive Team
- 50112 How to Build a Firm Foundation for a Successful Career
- 50113 Leading Change in Yourself and Others
- 50114 Four Stages of a Successful Software Implementation

### Workshop Session 9 2:15 p.m. - 3:45 p.m.

- 50301 Payroll Reconciliations: Taking Them to the Next Level
- 50302 Secrets of a Successful Year-End
- 50303 Third-Party Sick Pay
- 50304 DOL Investigation: How Would You Stack Up?
- 50305 Using the Internet for Federal, State, and Local Payroll Research
- 50306 Electronic Pay: How Do You Get There?
- 50307 Cafeteria Plans/ Section 125 Plans, Advanced
- 50308 HR/Payroll Metrics: Turning Data Into Information
- 50309 Expatriate Payrolls, Advanced
- 50310 Visas: Working in the U.S.
- 50311 Basic Accounting for the AP Professional
- 50312 Developing a Successful Partnership With Your Vendor
- 50313 Documenting Your Procedures and Processes
- 50314 Tips for Project Management

### Workshop Session 10 4:00 p.m. - 5:30 p.m.

- 50401 Payroll Accounting
- 50402 Compliance Research: How to Find It, Use It, and Communicate to Management
- 50403 Correcting the W-2: Form W-2c to 941-X and More
- 50404 Dealing With an IRS Audit
- 50405 Shared Services Within Payroll
- 50406 Taxable and Nontaxable Fringe Benefits, Part 2
- 50407 Implementing a Payroll Privacy Plan

## Thursday, May 10:

### Workshop Session 11 8:00 a.m. - 9:30 a.m.

Double Session ends at 11:45 a.m.

- 60201 Payroll Auditing Techniques
- 60202 An Introduction to Multi-State Taxation\*
- 60203 APA Lobbying Efforts: Wage Payments and Deductions
- 60204 Health Care Payroll Challenges & Compliance
- 60205 Taxable & Non-Taxable Fringe Benefit Issues in the Government/Public Sector
- 60206 Executive Compensation Audits: What Is the IRS Looking At?
- 60207 Global Payroll and HR, Part 2
- 60208 Managing Month-End Accruals
- 60209 Building & Managing a Talented Payroll Team

### Workshop Session 12 9:45 a.m. - 11:15 a.m.

- 60301 Mergers and Acquisitions
- 60303 Local Income Tax in Pennsylvania
- 60304 Patient Protection and Affordable Care Act (Health Care) and Its Impact on Payroll
- 60305 Which Is Better: Outsourcing or Shared Services?
- 60306 Developments in International Employee Data Privacy
- 60307 When AP and Payroll Should Talk
- 60308 Developing a Successful Partnership With Your Vendor
- 60309 Optimizing Time and Attendance to Include Your Mobile, Remote, and Field Workforce

### Workshop Session 13 11:30 a.m. - 1:00 p.m.

- 60401 Overpayments – What Can We Do?
- 60402 APA Lobbying Efforts: Tax & Immigration
- 60403 What You Don't Know Can Hurt Your Clients – Dealing With IRS/SSA Reconciliations
- 60404 Change Management Strategies Ensure Successful Implementation
- 60405 Shadow Payrolls
- 60406 More Than a Paycard: Innovative Prepaid Card Program Case Study
- 60407 Communicating Payroll Issues to Employees
- 60408 New Tools, New Rules: Communication and Business Etiquette in the Digital Age
- 60409 Trends in Time and Attendance

\*Double Session

# Important Congress Details

## Registration Fees, Special Events, and Meals

Payment in U.S. dollars must accompany your registration. (Currency Converter: [www.americanpayroll.org](http://www.americanpayroll.org)) Registration for the full week includes access to all handouts provided by speakers and the following meals and special events:

- Pre-Congress Luncheon, May 6
- 13 Congress Workshop Sessions and all keynote and special guest speakers
- Expo Grand Opening Cocktail Reception and Dinner, May 7
- Lunches, May 7-9
- Cocktail Reception, Dinner, and Bling It On! Party, May 8

Registration for Monday and/or Tuesday only includes workshops, meals, and entrance to the Expo. Evening events are not included.

Please note:

- The Comedy Show on May 6 contains adult material.
- May 9 is reserved for exhibitor hospitality parties or an evening on your own in the Orlando area.
- Only adults 21 and older will be admitted to the Comedy Show on May 6 and the Bling It On! Party on May 8.

## Cancellations/Substitutions

Because Congress is always fully booked, APA and AAPA cannot honor cancellations or refunds. However, you may substitute another member or colleague from the same street address by faxing a letter to us at (210) 224-6038 with the following information: original registrant's name, new (substitute) registrant's name, title, company name, full street address, and phone number. If you are unable to attend and cannot find a substitute, notify us in writing by April 6, 2012, and you will be issued a credit for another APA/AAPA sponsored meeting less a \$150 cancellation fee. This credit is good for one year from date of issue; **no exceptions will be made to this policy.** For all substitutions, you will be responsible for the difference in price, if applicable.

## Ticket Purchases

Guest tickets for the Bling It On! Party on May 8 may be pre-purchased with an attendee's registration, or may be purchased at the Onsite Registration Booth by 5:00 p.m. on May 7.

## Hotel Accommodations

Please visit [www.APAcongress.com](http://www.APAcongress.com) or [www.AAPAcongress.com](http://www.AAPAcongress.com) for the addresses of the following hotels:

Gaylord Palms Resort & Convention Center  
Radisson Orlando Resort

All Congress housing reservations must be made through the Congress Housing Bureau. Hotel reservations must be made by April 4, 2012, to ensure availability at the group rate. Rooms and group rates may not be available after this date. After April 4, 2012, call the Congress Housing Bureau at the numbers listed for assistance in locating accommodations.

ONLINE: [www.APAcongress.com](http://www.APAcongress.com) or [www.AAPAcongress.com](http://www.AAPAcongress.com)  
(follow links to "Housing")

PHONE: (888) 266-7660 (toll-free in the U.S.) or (972) 349-5882

Please refer to the Housing Reservation Form for additional information on booking hotel reservations.

## Dress Code/Weather

All Congress events are business casual with the exception of Tuesday's Bling It On! Party, which is casual. Suggested business casual attire:

Men: Docker-style pants, polo shirts, sweaters, blazers

Women: Slacks, skirts, casual shirts or blouses, sweaters, blazers

Please note that meeting rooms at the Gaylord Palms Resort & Convention Center will be cool; you may wish to bring a sweater or jacket for your personal comfort.

Typical springtime temperatures in Orlando are the mid-80s during the day, with evening lows in the 60s.

## Travel Information

**Air Transportation:** APA and AAPA have partnered with **Delta Airlines** for Congress attendees to receive discounts to Orlando International airport. Delta Airlines offers discounts off published fares or Zone fares. Visit [www.delta.com](http://www.delta.com), select Meeting Event Code from the Book a Trip window, and enter **file number NM8UY**. You may also call (800) 328-1111 M-F, 7 a.m. - 7 p.m. CDT to make reservations. Please note there is a direct ticket fee for booking through the reservation number.

**Ground Transportation:** APA and AAPA have partnered with **Mears Transportation Group** for Congress attendees to receive a **discount on roundtrip travel** to Orlando International Airport and Gaylord Palms Resort and Radisson Orlando Resort. Print and bring this coupon with you to receive the discount – <http://bit.ly/ShuttleCoupon>.

## Chapter Hospitality Booth

Be sure to stop by the Chapter Hospitality Booth to receive a warm welcome from the Orlando and Palm Beach Treasure Coast Payroll Association Chapters. Find out what restaurants, shopping, and many site seeing attractions Orlando has to offer. These chapters will also be organizing other fun excursions.

## Consent to Use Your Photograph and Contact Info

By registering for this program, you are granting official Congress photographers permission to photograph you and publish photos in APA and AAPA publications and marketing materials. In addition, by attending or speaking at this conference, you are granting APA and AAPA permission to make your contact information available to Exhibit Hall vendors who may choose to market their products and services to you via email, fax, telephone, mail, or other means.

## Recertification Credit Hours (RCHs), Continuing Education Units (CEUs), and Continuing Professional Education (CPE) Credits.

CPAs and FPCs: After attending the 30th Annual Congress, you will receive an online evaluation. After completing the evaluation, you will have an opportunity to print your thank you letter confirming your attendance and the award of 30 RCHs and 3.0 CEUs. **Place the "thank you for attending" letter in your Recertification File Folder to earn the RCHs for recertification.**

CPAs seeking CPE credits need to fill out and return a CPE credit evaluation form and sign in at each workshop and all general sessions. You will receive notification of your CPE credits following the conference.



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 37219-2417. NASBA website: [www.nasba.org](http://www.nasba.org). No prerequisites or advance preparation required. Delivery method: Group-live. Program level: Overview. The American Payroll Association's CPE sponsor identification number with the National Association of State Boards of Accountancy (NASBA) is 103152.

**CPE Complaint Resolution Policy:** The APA 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 CPE complaints to: American Payroll Association, Attn: Director of Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. Director of Certification: (210) 226-4600.



The American Payroll Association

The American Accounts Payable Association



# 30th Anniversary CONGRESS

*Paying It Forward: Building a Firm Foundation for Future Success*

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