

New Decade, New Learning

CANADIAN PAYROLL ASSOCIATION PROFESSIONAL DEVELOPMENT SEMINARS 2020

The Canadian Payroll Association (CPA) is the authoritative source for Canadian payroll knowledge, professional development, advocacy and professional certification.

Seminars are open to both CPA members and non-members. For more on the benefits of membership visit payroll.ca



Plan Ahead for 2020

With more than 200 federal and provincial regulations, new legislation and changes each year, the challenges are always present. Canadian Payroll Association (CPA) Professional Development Seminars are designed specifically to help meet the challenges faced by payroll professionals.

CPA plain language seminars are the most efficient and effective way to stay current, improve compliance and reduce the risk of audits and penalties. And with an average evaluation score of 4.5 out of 5, you can be confident that you've enrolled in a quality seminar.

Plan ahead for the first-half of 2020 with topics like *Excel Training for the Payroll Professional*, *Employment Standards*, *Taxable Benefits & Allowances*, and our new *Developing Your Employee Handbook*. and ensure your spot in one of these seminars.

Register today!

“The content and presentations by speakers are always high-quality and engaging. Most importantly, the Professional Development Seminars enable me to grow professionally and personally, as well as share my learnings with colleagues.”

Donna C., CPM
CPA Member

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

Atlantic Region Professional Development Seminar Schedule

Register online at payroll.ca

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

Introductory Seminars:

NEW - Excel Training for Payroll Professionals

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

Developed especially for payroll professionals looking to enhance their Excel skills, this seminar will significantly increase your productivity and improve the completeness of your reports to ensure compliance with the various government requirements.

Halifax - March 26

Compliance Seminars:

Employment Standards

Finding the right information on Employment Standards in each jurisdiction can be challenging. This compliance seminar provides you with an in-depth understanding of employment standards legislation in every province—in plain language. Get the latest legislative updates and valuable tips to help you stay compliant

and avoid litigation on topics such as: determining and calculating hours of work (overtime, compressed work weeks and averaging hours); statutory holidays and vacations; processing paid and unpaid legislative leaves (sick leave, maternity, parental, bereavement, etc.); and terminations.

Moncton - June 11
St. John's - September 11

NEW Developing Your Employee Handbook

Payroll often plays an important role in developing employment policies for their organizations. Because payroll practitioners are increasingly wearing multiple hats, they may even be expected to take the lead on developing, revising and updating their organization's employee handbook. Policies relating to pay, compensation, vacation, holidays, benefits, pensions, overtime, expense reimbursements and termination of employment are particularly relevant to payroll professionals.

This hands-on workshop is designed to help payroll practitioners, human resources practitioners, managers and other business professionals responsible for the Human Resource (HR) function within an organization. The goal is to provide tips, strategies, best practices and compliance information surrounding recognized human resources practices and a chance to practice newly-acquired skills in drafting

employment policies and procedures.

St. John's - May 13
Dartmouth - May 14

Taxable Benefits & Allowances

One of the most common audit issues is excluding taxable benefits and allowances from employment income. Employers are responsible for determining whether the benefits they offer are taxable to their employees, adding the value of those benefits to reportable income; and, withholding, remitting and reporting the required statutory deductions to Canada Revenue Agency (CRA) and Revenu Québec (RQ). This seminar offers an in-depth review of applicable legislation and regulations and explains the key concepts used by CRA and RQ to evaluate taxability and assess more than 40 common benefits, including automobile allowances, loan and stock options, gift cards and more.

Saint John - May 14

Terminations

Take-homes include exercises, a terminations calculator, and terminations checklist.

For many payroll professionals, the terminations process can be complex. The CPAs Terminations seminar provides you with the tools you need to accurately and confidently

administer, supervise and oversee the termination of the employment process. It includes a comprehensive overview of recommended steps, processes and procedures to minimize termination liability and costs as well as legislative requirements for payments upon termination.

This one-day seminar provides you with the tools you need to successfully administer, supervise and oversee a termination of employment.

Dartmouth - June 5

HR Fundamentals for the Payroll Professional

An introduction to the core HR function for payroll and other professionals looking to enhance their HR skills. Learn methods, approaches and best practices for everything from recruitment to on-boarding, orientation, performance management and remuneration, right through to the termination process.

Dartmouth - September 17

Online Seminars:

Workers' Compensation: Payroll's Responsibility

Gain a better understanding and improve your organization's administration of workers' compensation in each jurisdiction

from a payroll perspective. This three-part online seminar covers the key elements of the process, including calculating premiums, reconciling and reporting payments, and filing annual returns.

Online - February 5, 6, 7

Managing Garnishments

Designed to provide payroll professionals with a complete overview of the legislation, policies and processes with regards to garnishments (including federal and provincial orders), family support, maintenance orders and wage assignments.

Online - April 15, 16, 17

Quebec Labour Standards

Provides you with an in-depth understanding of Quebec employment standards legislation—in plain language. You will receive the latest legislative updates; stay compliant; and, avoid litigation on topics such as: determining and calculating hours of work (overtime, banking of overtime and staggering of hours); statutory holidays and vacations; processing paid and unpaid legislative leaves (sick leave, maternity, paternity, parental, bereavement, etc.); and terminations.

Online - May 6, 7, 8

Payroll Essentials for Accounting & HR Professionals

Designed for accounting and human resource professionals who oversee payroll. It will provide a high-level introduction of the payroll function and participants will learn about processing and reporting requirements, and payroll practitioners' responsibilities specific to government statutory withholding and remittance.

Online - March 25, 27, April 1, 3

Continuing Professional Development

Each seminar is a full day (8:30 am-4:30 pm) and provides 7.5 hours of Continuing Professional Education (CPE) automatically added to the profiles of attending certified members - (unless otherwise indicated).

Enroll in a PD seminar today!

Certified Members earn Continuing Professional Education (CPE) hours.

Want to become certified?
Learn more at payroll.ca

Shelley H., CPM - CPA Member, Atlantic Region

