

Online Seminars

Quebec Labour Standards

A comprehensive introduction to the standards of employment within Quebec. It includes an overview of key areas including: hours of work, holidays, leaves, paid and unpaid leaves, vacations, terminations and records retention.

Online - May 6-8

Managing Garnishments

Designed to provide a complete overview of the legislation, policies and processes governing garnishments (including both federal and provincial), family support, maintenance orders and wage assignments; and their impact on the payroll process.

Online - July 8-10

NEW Taxable Benefits & Allowances

Avoid government audits. Know the rules on the more than 40 common taxable benefits and allowances included in employment income, such as automobile allowances, loan and stock options, gift cards, and more. Make sure your employer is accurately withholding, remitting and complying with year-end reporting requirements.

Online - July 15, 17, 22, 24

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 - Sept 30-Oct 2

CANADIAN PAYROLL ASSOCIATION PROFESSIONAL DEVELOPMENT SEMINARS MAY-SEPTEMBER 2020



Professional Development **IT PAYS TO KNOW**

Become More Valuable to Your Organization

Both In-Class & Online Seminars Available

Employers in 2020 are looking for payroll professionals with multiple skills related to payroll, human resources, and accounting. The Canadian Payroll Associations offers a wide variety of topics to aid what organizations are looking for..

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.

Join us at one of the following: *Learning Payroll I & II, Employment Standards, Terminations, Developing Your Employee Handbook, and our new Implementing Payroll Best Practices*. Each session is presented by an expert instructor and you'll receive a binder of materials for future reference.

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



"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

Stay Current Stay Compliant

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

Pacific 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:

Learning Payroll I

A comprehensive introduction to the payroll function especially designed for new staff with no or limited exposure to payroll and junior payroll staff and practitioners returning to the payroll field.

Nanaimo - May 7
Abbotsford - Aug 20

Learning Payroll II

Expand on the concepts from Learning Payroll I by exploring more complex processes and government requirements. It is a comprehensive and interactive seminar.

Nanaimo - May 8
Abbotsford - Aug 21

Payroll Administration in Quebec

An introductory course designed to give you a solid foundation in the basics of payroll in Quebec. Designed to give you a solid foundation in the basics of payroll in Quebec.

Burnaby - May 7-8

Communication for the Payroll Professional

An interactive workshop designed

for payroll professionals who want to build their written, verbal and non-verbal communication skills. Explore the key elements of the communication process, enhance your writing, develop active listening skills, communicate with influence and delegate for greater results.

Vancouver - Aug 13

Payroll Accounting for the Non-Accountant

Practical examples and exercises give you the knowledge and skills required to excel at your payroll accounting responsibilities throughout the accounting cycle, including journal entries, accruals, reversals, reconciliations and more.

Surrey - Sept 18

Payroll Administration in Canada (5-days)

An intensive week-long program that provides a comprehensive foundation in payroll. Learn about Canadian payroll basics, remuneration and deductions, producing a pay, workers' compensation, employment and labour standards, terminations, year-end, pensions and pension adjustments, and government remittances.

Vancouver - Oct 19-23

Compliance Seminars:

Terminations

Minimize termination liability and cost while complying with legislation. This seminar equips you with the tools you need to successfully administer, supervise and oversee a termination of employment – including employment/labour standards, human resources issues, types of payments, retiring allowances and the Record of Employment.

Vernon - May 8
Surrey - Sept 3
Prince George - Sept 11

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 onboarding, orientation, performance management and remuneration, right through to the termination process.

Abbotsford - May 14
Burnaby - Aug 14

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.

Prince George - May 14
Whitehorse - May 21
Burnaby - June 6
Vancouver - Sept 3
Nanaimo - Sept 11

Developing Your Employee Handbook

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

along with developing an employee handbook.

Victoria - June 4
Surrey - June 5
Vernon - Sept 17
Burnaby - Sept 18

Excel Training for the Payroll Professional

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. Throughout the program, your instructor will reinforce key learning points with practical, real-life examples that will improve your understanding and comprehension of the topics presented.

Victoria - June 11
Vancouver - June 12

Advanced Seminars:

International Assignments

Be prepared for the implications of paying international assignees – either Canadians working in another country or foreign national employees who transfer to Canada.

Vancouver - June 11

NEW Implementing Payroll Best Practices (3-days)

An intensive program which will help you understand what the implications of best practices are and how they could be adapted for your payroll. During the course, you will develop a practical “best practices” plan which you can bring back to the office, since during the course you will be examining organizational structures and models, processes, metrics, benchmarking, internal controls, methods of service delivery, corporate culture, staffing and technology. Actual case studies will be reviewed.

Vancouver - Sept 16-18

U.S. Seminars:

U.S. Payroll Primer (3-days)

A comprehensive seminar covering indispensable training and information from workers' status issues to tax withholding, depositing and reporting procedures.

Vancouver - Aug 19-21

Continuing Professional Development

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

Certified Members earn **Continuing Professional Education (CPE)** hours.

Want to become certified? Learn more at payroll.ca