



Get up to date fast on the most complex and least understood payroll laws.

An Illinois company was fined

OVER \$200,000

for violating overtime and record-keeping provisions.

PAYROLL LAW

YOU'LL LEARN ABOUT FLSA, FMLA, COBRA, FSA, FUTA, COMP TIME, SECTION 530, GARNISHMENTS, LEVIES AND MORE!



Coming to your area ...

Enroll online at NationalSeminarsTraining.com/PYLAW or call **1-800-258-7246**.



Can You Afford to Make a **Million-dollar Mistake** in Your Payroll Practices?

Don't laugh. Companies across America are finding themselves on the wrong end of lawsuits and audits for payroll regulations violations. And the size of your company doesn't exempt you from paying the price for your mistakes. Case in point: Recently, a nursing home operator paid \$1.1 million in fines and back pay over wage and hour violations.

Payroll law has become so complex and ever-changing that it's easy to make mistakes. That's why we developed **Payroll Law**, a one-day workshop that will show you exactly where you are vulnerable and, more importantly, how you can fix the problem.

Learn Critical FLSA Regulations You Can't Afford Not to Know

After your training, you'll know exactly where you're vulnerable in complying with complex FLSA mandates ... identify common mistakes that get most companies hauled into court ... and ensure 100 percent accuracy and compliance. You'll also cover special payroll situations like garnishments, levies, involuntary deductions and other benefit administration challenges.

When you return to the office, you'll be armed with the knowledge you need to self-audit your processes; clean up your records; and ensure every employee, contractor, intern or other "special case" is classified, paid and reported correctly—saving you from hassles, headaches and potential lawsuits down the road.

Nearly
74,700,000

That's the number of Web pages that came up when we searched the phrase "Payroll Law" on one of the most popular search engines. Don't spend countless hours sorting through 74 million pages when we've done the work for you.

Discover What's Happening in Payroll Law Today and What's on the Horizon

We'll close out your session with a frank discussion about the future of payroll law and how it will affect you and your company. Our expert staff has kept tabs on what's happening on Capitol Hill, talked with payroll experts and filtered out all the unnecessary information you don't need. In short, we've done the work for you, so you can spend your time doing your job instead of reading countless journals, articles and legal briefs.

Don't Learn Payroll Law by Trial and Error—Enroll Today

Payroll and its related costs are the single biggest expense your company has. Make sure you give yourself the best opportunities to do it right. Join us for this terrific day of training and alleviate your fears about this critical issue. Save yourself time and money and avoid learning by trial and error in a job where you can't afford any mistakes.

"A lot of useful information. This will help me to do my job correctly."

— Nikki Schoonover, Accounts Payable/Payroll

"I have learned a lot of things I didn't know and can use when I get back to work."

— Telly Taylor, Payroll

Train with a team and save: Enroll three from your organization and the fourth attends FREE!

What's Your Payroll IQ?

Take the following quiz to test your payroll law IQ on these very common situations.

- None of your well-paid employees are minimum wage earners, and you don't even have a position that will ever pay that little. You don't really have to display that federal minimum wage poster, do you?
 Yes
 No
 Maybe
- Not displaying your minimum wage poster is a violation of ...
 FLSA
 OSHA
 EEOC
 Nothing
- Is business use of a company vehicle taxable?
 Yes
 No
 Depends on the situation
- Willful violations of FLSA laws may be prosecuted criminally, and each breach can cost you up to ...
 \$5,000
 \$10,000
 \$50,000
- A second willful violation of FLSA laws can land you in ...
 Legal hot water
 Court
 Jail
 All of the above
- The statute of limitations for recovering back pay in normal circumstances is ...
 18 months
 2 years
 5 years
- Which situation takes priority in wage garnishments?
 Federal Guaranteed Student Loans
 Chapter 13 Bankruptcy Order
 Family Support Payments
- A Family Support Order is taking 25 percent of an employee's disposable earnings. Can any other garnishments be added to the employee's paycheck?
 Yes
 No
 Maybe
- Is the personal use of a company car taxable?
 Yes
 No
 Depends on the situation
- A terminated employee never picks up his last paycheck. All efforts to contact the employee have failed. How long do you have to wait to reclaim that employee's pay?
 2 years
 5 years
 10 years
 Forever
 Depends on your state

How did you do?

Did you hesitate on even one of these answers? If you did, you owe it to yourself and your company to attend this critical training. Payroll law is too complex to leave anything to chance. Don't wait; enroll today.

(Answers to quiz on page 4)



Payroll professionals will receive 5.5 RCHs upon completion of this course.

A small business owner from New Jersey **faces up to 7 years in jail** for failing to pay proper wages to workers.

Your Payroll

Workshop hours: 9 a.m. to 4 p.m.

An Oklahoma company was charged **more than \$20,000** in overtime back wages.

Answers to Payroll IQ Quiz

1. Yes
2. FLSA
3. No
4. \$10,000
5. All of the above
6. 2 years
7. Chapter 13 Bankruptcy Order
8. Maybe: Additional Family Support Orders, a Federal Tax Levy or a Bankruptcy Order can be added
9. Yes
10. Depends on your state

The Legal Fundamentals of Payroll Administration

- Where do your legal responsibilities as a payroll pro begin and end?
- The top payroll law mistakes that could get you hauled into court
- How to classify each and every one of your employees correctly
- How to utilize the ABC Test to relieve your payroll headaches and worries
- Section 530 relief provisions
- Starting off right: Payroll requirements for new hires
- How to ensure you're withholding, reporting and paying the right taxes

FLSA at a Glance

- The relationship between FLSA and employment in today's business
- Common FLSA exemptions that trip up even veteran payroll pros
- How do you classify "time worked"?
- When can you give comp time in lieu of overtime pay?
- How to calculate overtime pay to the penny
- Alphabet soup: How FMLA impacts FLSA
- Regular rate-of-pay exclusions

Understanding Benefit Administration Fundamentals

- What exactly is taxable compensation in the eyes of the law?
- Are you taking out the right taxes? Too many? Too few?
- When fringe benefits are NOT taxable
- Cafeteria plans and FSA and COBRA
- A step-by-step guide to handling a deceased employee's wages
- How to cover all the bases when making corrections and adjustments to withholdings

Demystifying Special Payroll Circumstances and Challenges

- Everything you need to know about deductions: Mandated, voluntary and involuntary
- Handling employees who work abroad
- How some U.S. income tax treaties may affect your company
- Child labor laws—are you in danger of violating them?
- Determining resident or nonresident alien status

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Law Agenda

Registration begins at 8:15 a.m.

Enforcing Garnishments, Levies and More

- What are the federal restrictions on creditor garnishments?
- How to prioritize bankruptcy orders
- The differences in administering a defaulted federal student loan
- Guidelines for the amount of wages subject to an AWG when AWG and CCPA calculations differ
- Juggling multiple garnishments: Which one takes precedence?
- EXERCISE: Use these easy-to-understand worksheets to compute child support withholdings

Maintaining Audit-proof Records and Forms

- Time frames for keeping time cards, employee earnings statements and other vital payroll records
- Step-by-step checklists for employee W-4s
- How to avoid the most common mistakes employers make on W-2s
- Keeping your organization safe from penalties
- When you make a mistake—how to answer an IRS notice
- Posting requirements in the office

An Illinois company was fined **over \$200,000** for violating overtime and record-keeping provisions.



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Top 10 Payroll Mistakes

Here's our list of the top 10 most common payroll mistakes, as compiled by our payroll training experts. How many of them can you say with 100 percent certainty you haven't made or will never make?

1. Making improper overtime payments
2. Misclassifying employees as independent contractors
3. Making mistakes on an employee's W-2 form
4. Missing tax deposit or filing deadlines
5. Incorrectly determining exempt vs. non-exempt
6. Mistakes on 1099-MISC forms for independent contractors
7. Messing up or mishandling garnishments, child support payments or levies
8. Ignoring other taxable items, such as gifts, prizes, bonuses and awards
9. Incorrect, incomplete or out-of-date I-9 forms
10. Poor record keeping or data gathering

Don't wait for your CPA or auditor to discover mistakes in your payroll processes. Be proactive—enroll in this critical training TODAY!

Train with a team and save: Enroll three from your organization and the fourth attends FREE!



5 More Reasons You'll Want to Attend ...

- 1. Get Up to Date on the Essentials:** Your time is valuable, and we won't waste it. You'll only learn the most relevant information at this course. You'll gain best-practice strategies that help you avoid costly mistakes and handle your job confidently and professionally.
- 2. Get New Ideas:** Get away from the office for a day, and you'll return relaxed and recharged. Plus, you'll have a plan in hand and proven strategies for complying with payroll law.
- 3. Network:** Meet and exchange ideas with other professionals. There's no denying that networking is key in today's business world. Take this opportunity to meet like-minded professionals in your area—and learn from their experiences.
- 4. Participate in Interactive Training:** Prepare for an innovative learning experience like no other. We'll capture your interest with real-world payroll challenges. Plus, you'll participate in proven-effective exercises that are designed to increase retention and on-the-job application.
- 5. Learn From an Expert:** Ask questions, share ideas and get immediate feedback from a payroll expert. We guarantee you'll return to work with new confidence and skills you'll be able to use immediately.

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When results matter, you want a training partner that you can rely on. For three decades, NST has provided new ideas ... answers to tough challenges ... and legal updates to business professionals across the United States. A recognized leader in training and development, NST offers over 6,000 workshops and over 180 live Webinars each year.

When you choose NST as your education partner, you can depend on getting the kind of expert insight you need to stay current in a rapidly changing business world. In the past 15 years, over 300,000 HR professionals chose NST for their training needs.

Every course offered by NST is developed by a team of experts with decades of real-world experience. So you can count on getting relevant information and career-building skills from a trainer who knows what's going on in today's world.

Enroll today at NationalSeminarsTraining.com/PYLAW or call 1-800-258-7246.

Enrollment Fee

Group discount: When three enroll from your organization, a fourth attends FREE. Group discounts apply to seminar registrations only and cannot be used for STAR12 or on-demand seminars.

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To Enroll ...



Register online at
NationalSeminarsTraining.com/PYLAW



Call toll-free 1-800-258-7246

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Check-in begins at 8:15 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellations and substitutions. Cancellations received up to five working days before the seminar are refundable, minus a \$10 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. You may also call us at 1-800-258-7246 for additional assistance.

Tax deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

Workshop Schedule



Bring This Course to Your Organization

If you have multiple employees who could benefit from this training, consider bringing it on-site to your organization. Our Enterprise Learning Solutions team can tailor any program to meet your unique needs and core competencies. Learn more at NationalSeminarsTraining.com/CorporateTraining or contact a training specialist at 1-800-344-4613.

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