

# Professional Payroll Certification

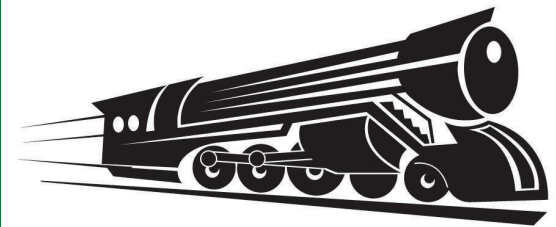
**Celebrate  
National  
Payroll Week!**

*Attend our FREE  
Open House to  
learn more about  
this exciting  
program and enter  
to win great  
prizes!*

**Wednesday  
Sept. 5, 2007  
6 pm to 7 pm  
851 E. Tropicana**

*RSVP required.  
Call 895-3394  
or use the  
registration form  
in this brochure.*

*Questions?  
Call (702) 895-1022  
or visit  
<http://edoutreach.unlv.edu>*



**PayTrain<sup>®</sup>**  
COLLEGE & UNIVERSITY

*The PayTrain College & University  
program is designed to increase your  
knowledge of payroll compliance  
from a basic understanding to an  
advanced level, and prepare you for  
the Fundamental Payroll  
Certification (FPC) and Certified  
Payroll Professional (CPP)  
certification exams.*

## The American Payroll Association's PayTrain College & University Program

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As a payroll professional, you know how important it is to maintain your company's compliance by keeping up with changing regulations and procedures. Staying current is not only important to your company's bottom line but also to your continued professional development.

Sponsored by the American Payroll Association, the University of Nevada, Las Vegas Division of Educational Outreach presents the PayTrain College & University program for payroll professionals. Comprised of two professional development courses, **PayTrain Fundamentals** and **PayTrain Mastery**, this program is designed for all levels of payroll administration. Whether you are interested in preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification exams, or are new to the industry and need to learn the basics of payroll, our courses will help you meet your goals.

### What Is PayTrain College & University?

PayTrain College & University is the American Payroll Association's payroll professional development and certification exam preparation program offered in a college/university setting. Serving the entire payroll community, this program is ideal for seasoned professionals interested in advancing their careers or sitting for a certification exam, as well as for new hires seeking an understanding of the industry. Enrollees in the program receive live classroom instruction, textbooks, and access to interactive online games and applications to reinforce topics learned.

### Who Should Enroll?

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- Experienced and entry-level payroll professionals
- Managers and supervisors providing strategic payroll management
- Sales professionals and consultants serving the payroll industry
- Systems analysts and engineers writing payroll programs
- Payroll service bureau client representatives

### Why Should You Enroll?

You will gain:

- A foundation of knowledge for starting or advancing your payroll career
- An understanding of payroll essentials through hands-on exercises
- Improved job performance by increasing accuracy and compliance
- The guidance and expertise of an experienced facilitator
- Access to a network of peers to learn about payroll practices in other organizations
- Solid grounding in compliance issues related to tax and regulatory information
- Preparation for the FPC and CPP exams
- Recertification credit hours (RCHs) or continuing education units (CEUs) to maintain FPC or CPP credentials

## PayTrain Fundamentals (24 contact hours)

PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification examinations. This course will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. *These calculations are critical to successfully passing the FPC and CPP exams and are not covered in PayTrain Mastery.*

Topics covered in PayTrain Fundamentals include:

- Payroll fundamentals
- Fundamentals of payroll operations
- Paycheck fundamentals
- Payroll benefits basics
- Tax reporting
- Payroll accounting
- Professional administration

DATE: Saturdays, 8am to Noon  
Sept. 22, Oct. 6, 20, Nov. 3, 17, Dec. 1

FEE: \$799 includes course materials, access to the PayTrain supplemental materials on the internet, and 2.4 CEUs

LOCATION: UNLV Campus

## PayTrain Mastery (36 contact hours)

A continuation of PayTrain Fundamentals, PayTrain Mastery is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. *For success on the CPP exam, this course should be taken after completing PayTrain Fundamentals.*

Topics include:

- Payroll concepts
- Payroll calculations
- Fringe benefits
- Payroll reporting and employment taxes
- Record keeping and payroll practices
- Payroll accounting
- Management and administration

DATE: Saturdays, 8am to Noon  
(The following dates are in 2008)  
Mar. 1, 15, 29, Apr. 12, 26, May 10, 24, Jun 7, 21

FEE: \$950 includes course materials, access to the PayTrain supplemental materials on the internet, and 3.6 CEUs

LOCATION: UNLV Campus

**SAVE \$175!**  
**Enroll in BOTH classes at the same time!**

**Call (702) 895-1022 or visit**  
**<http://edoutreach.unlv.edu>**

## Instructor Profile

Gretchen Inouye is a Certified Payroll Professional (CPP) with over 27 years of experience in payroll operations, management, and training in a variety of industries including public utilities, healthcare, hospitality, and retail. She is co-founder and officer of the Southern Nevada Chapter of the American Payroll Association (APA) and has served the APA at the national level in a number of positions including the Certification Board. She is a recipient of the APA's Special Recognition Award for her distinguished service to the association.

### Students Have Remarkd:

"Excellent instructor...program covers everything that's on the CPP exam."

"...a wonderful instructor! We were all very fortunate to benefit from her knowledge of - and exuberant passion for her profession."

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## REGISTRATION FORM

<input type="checkbox"/>	F073PA0000	National Payroll Celebration & Open House	FREE
<input type="checkbox"/>	F073PA2101	PayTrain Fundamentals	\$799
<input type="checkbox"/>	F081PA2102	PayTrain Mastery	\$950
<input type="checkbox"/>		PayTrain Fundamentals & Mastery (enroll in both classes and receive a discount!)	\$1574

### Total Registration Fees

Last Name		First Name	M.I.
Organization			
Street Address			
City	State	Zip Code	
E-Mail Address			
Day Phone		Evening Phone	

### METHOD OF PAYMENT

- Check made payable to **Board of Regents**
- Credit Card  
 Visa, MasterCard, Discover and American Express accepted
- Mail To:  
 UNLV Division of Educational Outreach  
 Box 451019  
 4505 S. Maryland Parkway  
 Las Vegas, NV 89154-1019

Credit Card #	Exp. date
Signature	

### ALTERNATIVE REGISTRATION METHODS:

**BY PHONE:** You may register by phone with one of the credit cards listed above. Please call (702) 895-3394, Monday through Friday between the hours of 8 am to 5 pm. Please have class title, start date, credit card number and expiration date ready.

**BY FAX:** Please fax this form with your credit card information to (702) 895-4195.

**ONLINE:** Registration is available via the internet by visiting: <http://edoutreach.unlv.edu>. Credit card required.

### REFUND POLICY

If you are unable to attend a course, please feel free to substitute another person. If you have to cancel your registration, you must call the Professional Development Center at (702) 895-1022 at least two business days prior to the start of the course to receive a refund. All refunds will be subject to a \$25.00 administrative fee per seminar and will not exceed the amount paid.