




2-day In-person Seminar:

## The Complete Payroll Law

-  San Diego, CA
-  November 21st & 22nd, 2016
-  8:30 AM to 4:30 PM



### Miles Hutchinson

*President, Sales Tax Advisors, Inc.*

Miles Hutchinson is a CGMA and experienced businessman with over 35 years in the field. He has been an auditor with PriceWaterhouseCoopers and the Chief Financial Officer of a one billion dollar real estate development company. Miles is a professional speaker and consultant who has presented over 2,500 seminars and training sessions on a myriad of business and financial topics, like financial analysis and modeling, accounting, strategic planning, and compliance with the Sarbanes-Oxley Act. He is recognized as an expert in payroll and sales & use tax as well as financial modeling & analysis, business strategy and communications. He is the author of several useful accounting and tax tools available at [www.soxpolicies.com](http://www.soxpolicies.com)

### Overview:

This course covers a very broad range of topics from worker classification, to employee classification, to establishing methods and rates of pay, what must be included in the rate of pay, hours that must be compensated as worked time, required benefits, de minimus working fringes, withholdings and deductions from pay, voluntary deductions, child support and garnishment orders, payroll reporting, analysis of risks of noncompliance, proper documentation of your policies and procedures and record retention requirements. We will show where to find the laws, how to interpret them and how to apply them in the most effective ways.

### Price

Price: **\$1,495.00**

*(Seminar for One Delegate)*

**ENROLL**

*\*\*Please note the registration will be closed 2 days (48 Hours) prior to the date of the seminar.*



**AGENDA:****Day One**

- Lecture 1 : Worker Classification - How to avoid improper classification
- Lecture 2 : New Hire Reporting - What you must do and when
- Lecture 3 : Exempt and nonexempt employees - how to apply the legal definitions to your work force
- Lecture 4 : How to handle a FLSA complaint
- Lecture 5 : Record keeping requirements - What the DOL is doing about this
- Lecture 6 : Exempt v. Nonexempt employees - How to apply the rules to each group
- Lecture 7 : FLSA exemption rules - What are the pending changes and how will they affect your company
- Lecture 8 : Travel time, on-call, waiting time and call-back pay - what are the rules
- Lecture 9 : Guidelines for dealing with travel advances - a very dangerous policy
- Lecture 10: Comparison chart of the federal and state minimum wage and overtime pay rules
- Lecture 11: Comp time in lieu of overtime pay - may be surprised how seldom it is legal
- Lecture 12: Computing overtime pay - method of regular pay, multiple pay rates for multiple jobs, etc.
- Lecture 13: Understand the basics of the Family and Medical Leave Act
- Lecture 14: Determine eligibility and rights under the FMLA
- Lecture 15: Properly compute leave time under the FMLA
- Lecture 16: Learn who FMLA leave applies to within the employee's family
- Lecture 17: Prevent fraud and abuse
- Lecture 18: Recommended employer policy guidelines for managing paid v. unpaid leave
- Lecture 19: Social Security number verification system - how it works and how to register to use it
- Lecture 20: The Affordable Care Act -how to determine your reporting requirements

**Day Two**

- Lecture 1: Military and guard duty - how to handle overlaps with payroll
- Lecture 2: Tips and uniform allowances - are they compensation and how to handle them
- Lecture 3: Cash and non-cash fringe benefits - rules for treatment as compensation and withholding
- Lecture 4: Computing withholding taxes - how do voluntary deductions affect withholdings
- Lecture 5: Low income families - handling the tax credits
- Lecture 6: Back-up withholding - what is it and when do you use it
- Lecture 7: Special procedures for employing resident and non-resident aliens
- Lecture 8: U.S. employees working abroad - how to handle withholdings and reporting
- Lecture 9: Handling garnishment orders
- Lecture 10: Establishing the priorities of competing orders
- Lecture 11: Determining amounts available for paying federal tax levies, child support orders, bankruptcy orders and general creditor garnishments orders
- Lecture 12: Rules regarding discharge of employees for garnishment orders
- Lecture 13: Dismissal - what to pay and when, how to handle the W-2
- Lecture 14: Forms and reporting: Forms W-4, W-2, W-3, and 941
- Lecture 15: Handling Form W-2 corrections
- Lecture 16: Record retention - the best answer may not be what you think
- Lecture 17: Performing a risk analysis of your payroll structure and taking action to mitigate these risks

### Group Participation

10%	2 Attendees to get offer
20%	3 to 6 Attendees to get offer
25%	7 to 10 Attendees to get offer
30%	10+ Attendees to get offer

### Payment Option

- 1 Credit Card: Use the Link to make Payment by Visa/Master/American Express card click on the register now link
- 2 Check: Kindly make the check payable to NetZealous DBA GlobalCompliancePanel and mailed to 161 Mission Falls Lane, Suite 216, Fremont, CA 94539, USA
- 3 PO: Please drop an email to support@globalcompliancepanel.com or call the our toll free +1-800-447-9407 for the invoice and you may fax the PO to 302 288 6884
- 4 Wire Transfer: Please drop an email to support@globalcompliancepanel.com or call our toll free +1-800-447-9407 for the wire transfer information

### What You will get

- 1 Learning Objectives
- 2 Participation certificates
- 3 Interactive sessions with the US expert
- 4 Post event email assistance to your queries.
- 5 Special price on future purchase of web based trainings.
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### Contact Information: Event Coordinator

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Kindly get in touch with us for any help or information.

Look forward to meeting you at the seminar

**GlobalCompliancePanel**