

APA's PayTrain[®] College & University Program

Advance your payroll career while ensuring your organization's payroll compliance.

Course Location: Oklahoma City Community College
John Massey Center
11919 South I-44 Service Road
OKC, OK 73173

Course Dates and Times To be determined

Enroll in Oklahoma Community College's PayTrain Fundamentals[®] and PayTrain Mastery[®] courses today!

As a payroll professional, you know how important it is to maintain your company's compliance by keeping up with the constantly changing regulations and procedures. Staying current is as important to your company's bottom line as it is to your career.

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.

Are you or your staff interested in preparing for the FPC or CPP certification exams? Or are you or members of your staff 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?

In cooperation with the American Payroll Association, Oklahoma City Community College 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. Students in the courses receive live classroom instruction, textbooks, and access to interactive online games and applications to reinforce topics learned.

Why Enroll in a PayTrain College course?

You will gain:

- A foundation of knowledge for starting or advancing your payroll career
- Improved job performance by increasing accuracy and compliance
- Reducing your company's exposure to penalties
- Access to a network of peers to learn about payroll practices in other organizations

IN PARTNERSHIP WITH



- 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 if you are already a FPC or CPP

Who Should Enroll in PayTrain Fundamentals?

- Entry-level employees in the payroll department
- Practitioners, consultants, and service providers new to the payroll industry
- Individuals working in payroll who need formal training
- Fundamental Payroll Certification (FPC) exam candidates
- FPCs needing recertification credits

"I have been doing payroll for eight years and PayTrain Fundamentals is the first course I have ever taken. I really enjoyed it and found it to be very informative and helpful. I am looking forward to the PayTrain Mastery class." (Linda Bainter, Payroll Coordinator, Visiting Nurses Association)

Who Should Enroll in PayTrain Mastery?

- Payroll departments requiring compliance training
- Payroll professionals seeking professional development
- Certified Payroll Professional (CPP) exam candidates
- CPPs needing recertification credits

BENEFITS

Who Can Benefit?

The PayTrain College & University program serves a wide variety of payroll professionals. Ideal candidates include:

- Payroll professionals who are preparing for the FPC or CPP examination
- New payroll employees
- Experienced payroll employees who aspire to assume greater responsibilities
- Business owners/managers needing to ensure compliance
- Personnel in payroll service companies who need a basic understanding of payroll
- Payroll software developers and technical support representatives
- Post-secondary students interested in moving into the payroll profession
- FPCs and CPPs needing to earn Recertificate Credit Hours (RCHs) for recertification

Benefit to Your Employer

Organizations that provide payroll training to their employees through APA's PayTrain College & University program will see a significant return on investment.

- Understanding of complex regulatory requirements helps prevent costly noncompliance penalties
- Professional development increases employee loyalty and productivity
- Local course offerings provide an opportunity to train multiple employees without the time and expense of travel and time out of the office
- Employees receive live training without significant travel and time away from work
- Classroom training provides motivation and a set schedule for course completion



COURSE DETAILS

PayTrain Fundamentals

The PayTrain Fundamentals course teaches the fundamental payroll calculations and applications providing students with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. This course is ideal for new payroll professionals, those who support the payroll industry, and those who are preparing for FPC certification. PayTrain Fundamentals is a prerequisite for the PayTrain Mastery course. *These calculations are critical to successfully passing the FPC and CPP exams and are not covered in PayTrain Mastery.*



Topics include the introductory study of:

- Payroll concepts
- Paycheck calculations
- Fringe benefits
- Payroll reporting and employment taxes
- Record keeping and payroll practices
- Payroll accounting
- Administration

This course is designed for 24 contact hours.

PayTrain Mastery

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. Please note that the PayTrain Fundamentals course is a prerequisite. *For success on the CPP exam, this course should be taken after completing PayTrain Fundamentals.*

Topics include the advanced study of:

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

This course is designed for 36 contact hours.

CERTIFICATE PROGRAM

Program Description

In cooperation with the American Payroll Association, Oklahoma City Community College presents the PayTrain College & University Certificate 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, the Certificate Program will help you meet your goals.

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 part of the program will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties.

PayTrain Mastery is a continuation of PayTrain Fundamentals and provides students with an in-depth understanding of the advanced payroll topics necessary for payroll managers and supervisors. This part of the program is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation.

The two parts of the program are required for the Certificate Program and together offer the knowledge and skills necessary to sit for the FPC and CPP exams.

Students are required to register for the full program which is 60 contact hours and is instructor-facilitated.

Course Outline for PayTrain Fundamentals and Mastery Certificate Program

(Similar topics are covered in both courses; however PayTrain Fundamentals is an introduction to these topics and PayTrain Mastery examines each topic in more depth.)



- Module 1: Payroll Concepts: Introduction to Payroll, Employee/Independent Contractor; Fair Labor Standards; Employment Forms
- Module 2: Payroll Calculations: Calculation of Over-time Premium; Calculation of Gross Pay; Calculation of Federal Income Tax; Calculation of Social Security and Medicare Taxes; Calculation of AEIC; Calculation of Voluntary Deductions; Calculation of Involuntary Deductions; Calculations of Net Pay
- Module 3: Fringe Benefits: Fringe Benefits Rules; Nontaxable Benefits; Cafeteria Plans; Retirement Plans
- Module 4: Payroll Reporting and Employment Taxes: Tax Deposit Requirements; Quarterly Returns, Annual Returns
- Module 5: Record Keeping and Payroll Practices: Systems; Penalties
- Module 6: Payroll Accounting: Accounting Terminology; Account Classification; Journal Entries; Reconciliations; Internal Control
- Module 7: Administration: Customer Service; Time Management; Communication

Who Should Enroll

- 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

APA's Certificate of Achievement

As part of this Certificate Program, participants will receive a Certificate of Achievement from the American Payroll Association, the premier association for payroll professionals and the recognized source of payroll education in the United States. Successful completion of both the Paytrain[®] Fundamentals and Payroll Paytrain[®] Mastery courses is required.

You may also receive a Oklahoma City Community College Certificate of Completion upon completion of each course individually.

FOR MORE INFORMATION

Contact: Francine Gissy
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(405) 682-7856

Other resources:

- American Payroll Association Certification Information :
<http://www.americanpayroll.org/certification/>

CERTIFICATION INFORMATION

Fundamental Payroll Certification (FPC)

The FPC is a certification credential for payroll beginners and service and support professionals. The exam is open to all those who wish to demonstrate a baseline of payroll competency. For more information visit:

<http://www.americanpayroll.org/certification/certification-fpcinfo/>



Certified Payroll Professional (CPP)

The CPP is a certification credential for those with some experience in payroll. To qualify for CPP certification, candidates must have earned three years of payroll experience in the five years prior to taking the exam.



For more information visit: <http://www.americanpayroll.org/certification/certification-cppinfo/>