Increase Your Chances of Passing the APA's Certification **Exams with PayTrain**®









- Can't hear us?
- Check the computer speaker volume and INXPO volume



Audio issues?

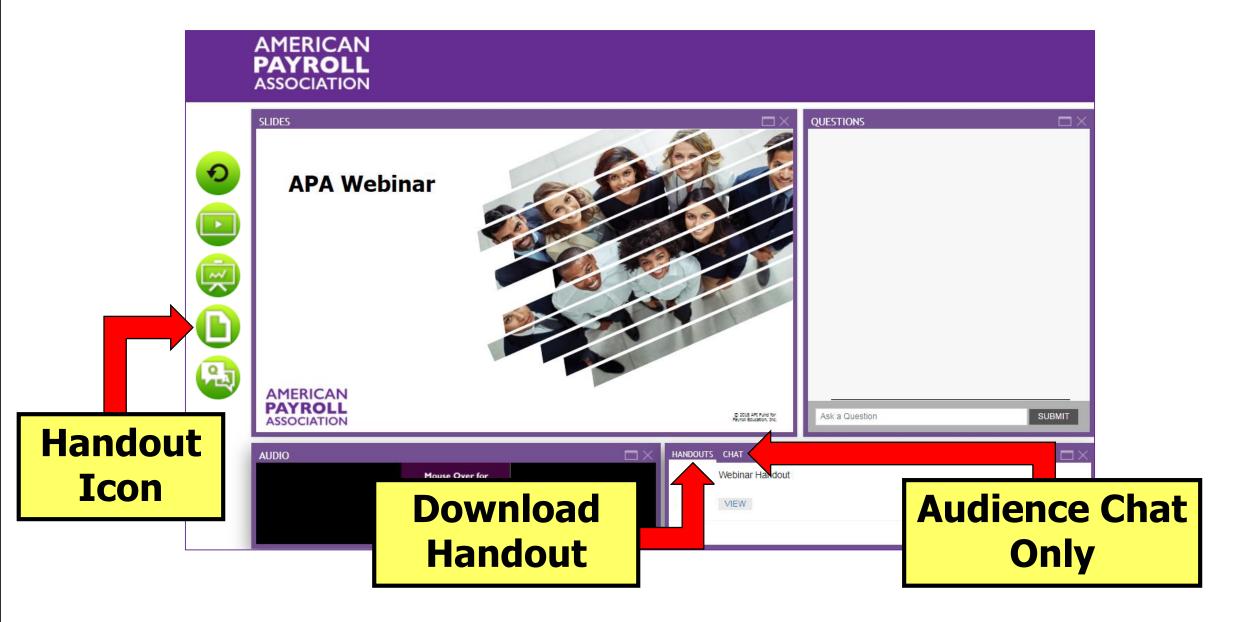


- Still can't hear us?
- Refresh your browser
- Close browsers (not this one) and email

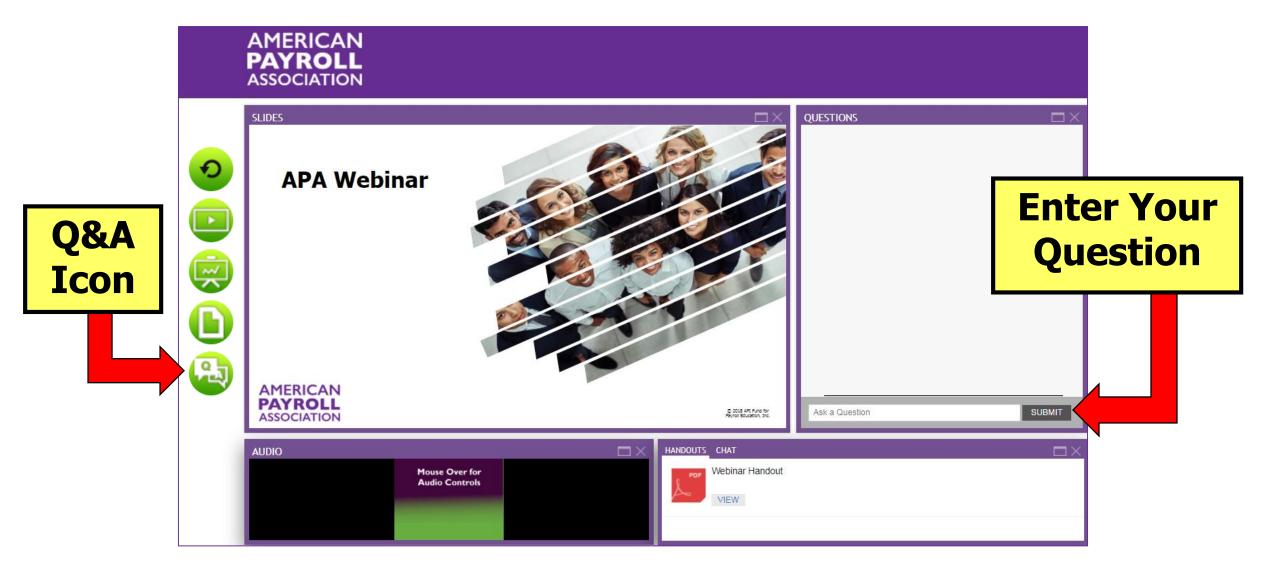




Did You Download Your Handout?



Asking Questions



PayTrain®

Speakers

Mike Downs

APA Learning Systems American Payroll Association

Larry White, CPP

Director, Payroll Training American Payroll Association





Agenda

- Which Certification is Right for You?
- FPC and CPP Exam Preparation
- PayTrain & PayTrain Fundamentals
- **4** Q & A





APA's payroll certifications are valuable, objective credentials that verify an individual's specified level of knowledge, skills and abilities.





Fundamental Payroll Certification (FPC)

- Exam is designed specifically for fundamental-level payroll practitioners, sales professionals, and others who support the payroll industry.
- > No eligibility requirements

Certified Payroll Professional (CPP)

- Exam is designed specifically for experienced payroll professionals, managers, and supervisors. It places emphasis on higher-level skills, including management and payroll systems.
- Must meet experience and education requirements

Fall 2019 Exam Window

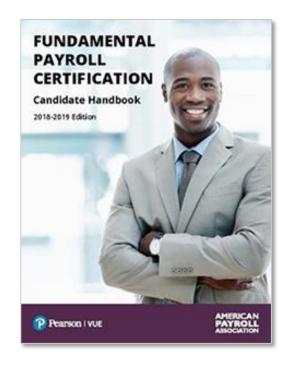
- > Registration: July 9 October 11
- > Exam: September 14 October 12

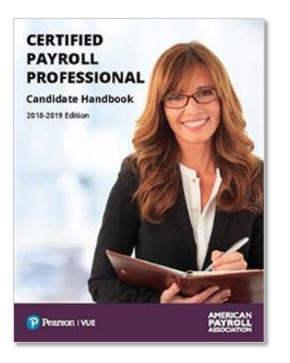
Spring 2020 Exam Window

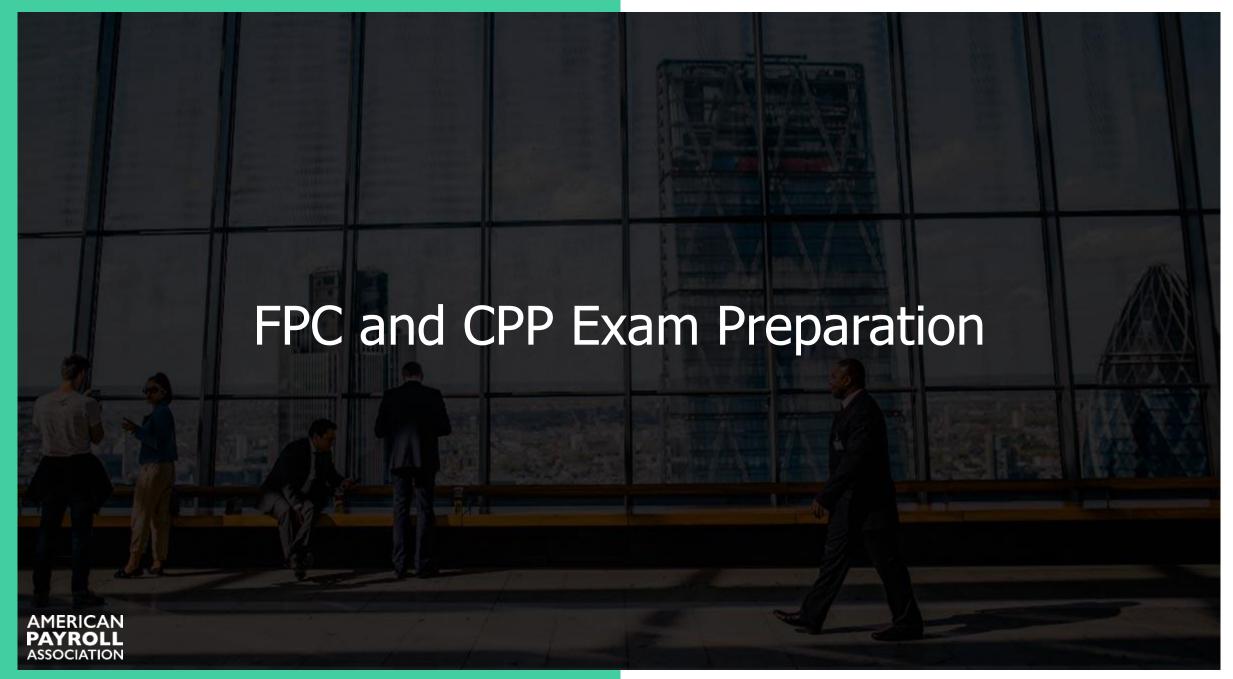
- > Registration: January 14 April 17
- > Exam: March 21 April 18

Exams administered in the Fall 2019 and Spring 2020 windows feature questions based on federal laws and regulations in effect as of January 1, 2019.

Download the Candidate Handbook for complete details: americanpayroll.org







Four Cs of Exam Preparation



Current

- Exams change to align with federal laws and regulations
- Prepare with content that is consistent with the exam you are taking



Comprehensive

- Exams cover a broad range of payroll topics and consist of 150 (FPC) and 190 (CPP) questions, respectively
- Be sure preparation materials cover all the topics tested on the exams



Convenient

- Life is busy—study when it's convenient for you
- Mobility is key—study on-the-go, wherever you are



Cost-Effective

- Find an economical option to get the most out of your training dollars
- Eliminate travel and minimize time away from work



APA's Online Programs

PayTrain® Fundamentals



Training that covers the knowledge, skills, and abilities required for <u>fundamental payroll practice</u>

APA's Online Programs

PayTrain®



Training that covers the knowledge, skills, and abilities deemed critical to the <u>mastery of payroll</u>

Poll #1

What is the primary reason you are considering this payroll training?

- a) FPC exam preparation
- b) CPP exam preparation
- c) General professional development
- d) Recertification
- e) I'm not sure

Who Should Use PayTrain Fundamentals?

- Entry-level payroll practitioners
- Payroll, HR, and financial consultants
- HR and tax departments
- Payroll service and technology providers
- Individuals interested in preparing for the FPC exam



Who Should Use PayTrain Fundamentals?

- Payroll departments
- Payroll service and technology providers
- Recertification
 - First certificate of completion: 24 RCHs
 - Subsequent certificates: 12 RCHs



Who Should Use PayTrain?

- Experienced payroll professionals
- New hires needing a complete understanding of payroll
- Individuals interested in preparing for the CPP exam



Who Should Use PayTrain?

- Payroll departments
- Payroll service and technology providers
- Recertification
 - First certificate of completion: 40 RCHs
 - Subsequent certificates: 20 RCHs



2019 PayTrain and PayTrain Fundamentals





- Updated annually to provide the most current information
- Supports Fall 2019 and Spring 2020 testing windows
- 2019 version available through September 2020
- PayTrain Fundamentals covers the FPC body of knowledge



PayTrain covers the CPP body of knowledge



PayTrain Fundamentals 10 Learning Modules

- 1. Payroll Concepts
- 2. Calculations of Pay
- 3. Calculations of Deductions and Net Pay
- 4. Fringe Benefits and Other Payments
- 5. Retirement Plans

- 6. Cafeteria Plans
- 7. Payroll Reporting and Employment Taxes
- 8. Record Keeping and Payroll Practices
- 9. Payroll Accounting and Audits
- 10.Payroll Administration and Management

PayTrain 12 Learning Modules

- 1. Payroll Concepts
- 2. Calculations of Pay
- 3. Calculations of Deductions and Net Pay
- 4. Fringe Benefits and Other Payments
- 5. Retirement Plans
- 6. Cafeteria Plans

- 7. Payroll Reporting and Employment taxes
- 8. Record Keeping and Payroll Practices
- 9. Payroll Accounting and Audits
- 10.Payroll Administration and Management
- 11.Health Benefits
- **12.International Payments**

Product Features-Both Programs

- Assess: Pre-test
- Study:
 - Review reading materials
 - Calculations, exercises, flashcards
 - Lesson quiz
 - Module game
- Achieve: Post-test and course game

Product Features-Both Programs

Reporting

- Individual reports allow users to focus on strengths and weaknesses
- Group reports allow a training stakeholder to monitor progress of multiple users

PAYTRAIN FUNDAMENTALS



Active O Completed Restarted

Course Menu Course Activities













DETERMINE YOUR FOCUS FOR STUDY

The pre-test helps you to measure your current knowledge of the different areas of payroll. It consists of 50 questions covering all twelve modules of the course. You have the opportunity to skip questions and review and complete questions. At the end of the pre-test, you will see a report that shows your overall score and your score for each module. Your score on the pre-test is not used to determine your final score in the course but to let you know where to place the emphasis during your studies. At the end of the course, you will get a report that compares your post-test results with those of your pre-test so you can see your improvement.

To answer some of the pre-test questions, you must refer to government tax tables, which are available by clicking on the Reference Tables in the toolbar.

All tests in this course include a timing feature, which tracks how much time you spend answering questions. Tests and quizzes will not end if you use more time than the certification exam would allow.

GET STARTED

Begin your pre-test

Check your current knowledge before you begin your studies.

Assess

Pre-Test



PAYTRAIN FUNDAMENTALS

Course Menu

Course Activities



COURSE MENU











STUDY YOUR WAY TO SUCCESS

MODULE 1 PAYROLL CONCEPTS

Read the module in the e-reader (link provided under Gain the Knowledge).



Complete the online learning activities in the Check and Apply section.

Calculations provide a scenario and ask you to complete one or more payroll calculations related to the scenario. Hints and feedback guide you in completing the Calculation and developing payroll skills.

Exercises present a scenario, and ask you to complete an activity in a series of questions, such as filling in a form or completing an entire paycheck calculation.

Take the lesson quiz to check your understanding of the lesson and decide whether you need further study.

Some of the questions refer to government tax tables, or PayTrain, Inc.'s policies. Both the tax tables and PayTrain Inc.'s policies can be found by clicking on the Reference Tables in the toolbar.

Play the module game, Destination Payday which presents questions from the module in a fun format.

You can complete any of the activities as often as you want.

Module Game

PAYTRAIN FUNDAMENTALS



Active Completed Restarted

Course Menu Course Activities



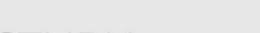








COURSE MENU



MODULE 2 CALCULATIONS OF PAY

Read the module in the e-reader (link provided under Gain the Knowledge).



Complete the online learning activities in the Check and Apply section.

Calculations provide a scenario and ask you to complete one or more payroll calculations related to the scenario. Hints and feedback guide you in completing the Calculation and developing payroll skills.

Exercises present a scenario, and ask you to complete an activity in a series of questions, such as filling in a form or completing an entire paycheck calculation.

Take the lesson quiz to check your understanding of the lesson and decide whether you need further study.

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Play the module game, Destination Payday which presents questions from the module in a fun format.

You can complete any of the activities as often as you want.

Module Game

GAIN THE KNOWLEDGE

Read

Calculations of Pay

CHECK AND APPLY

Calculations

Calculating Pay

Calculating Overtime

Calculating Gross Pay

Calculating Federal Income Tax

Calculating Social Security and Medicare Taxes

Study: Module 2

Calculating Gross-ups

Flashcards

Calculations of Pay

TEST

Module 2 Quiz



PAYTRAIN FUNDAMENTALS



Course Menu Course Activities









COURSE ACTIVITIES

QUIZZES

Module 1 Quiz

Module 2 Quiz

Module 3 Quiz

Module 4 Quiz

Module 5 Quiz

Module 6 Quiz

Module 7 Quiz

Module 8 Quiz

Module 9 Quiz

Module 10 Quiz

TESTS

Pre-Test

Post-Test

CALCULATIONS

Calculating Hours Worked

Minimum Wage

Paying Tipped Employees

Calculating Pay

Calculating Overtime

Calculating Gross Pay

Calculating Federal Income Tax

Calculating Social Security and Medicare Taxes

Calculating Gross-ups

Calculating Involuntary Deductions

Fringe Benefit Calculations

Cafeteria Plans

Federal Income Tax-Percentage Method (401(k), 125, & GTL)

EXERCISES

Regular Rate of Pay

Paycheck Calculations: Alan

Paycheck Calculations: Barbara

Active Completed Restarted

Paycheck Calculations: Chris

Paycheck Calculations: Elaina

Helen's Form W-2

Isaac's Form W-2

Quarterly Form 941

Quarterly Form 941, Schedule B

Form 940

Information Return Penalties

Journal Entries

Customer Service

PAYTRAIN FUNDAMENTALS



Course Menu Course Activities



CALCULATING FEDERAL INCOME TAX



An employee earns \$1,230.00 in taxable wages, is paid biweekly, and claims married and 3 allowance(s) on Form W-4. Using the Wage Bracket Method tables from the Resource Center, determine the employee's federal income tax withholding for the pay period.

Your answer:

Submit

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PAYTRAIN FUNDAMENTALS



Question 2 of 6

Item: wage-brack-method

Course Menu Course Activities

ii\

CALCULATI

An employee e Bracket Metho

Your answer:

Submit

Wage Bracket Method Tables for Income Tax Withholding

MARRIED Persons—BIWEEKLY Payroll Period

(For Wages Paid through December 2019)

And the wages are-		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
	шап	The amount of income tax to be withheld is—										
1,784 1,804 1,824 1,844 1,864	1,824 1,844 1,864	146 148 151 153 155	127 129 131 134 136	107 110 112 114 117	88 90 93 95 97	69 71 73 76 78	53 55 57 59 61	37 39 41 43 45	21 23 25 27 29	5 7 9 11 13	0 0 0	0 0 0 0
1,884 1,904 1,924 1,944 1,964	1,904 1,924 1,944 1,964 1,984	158 160 163 165 167	139 141 143 146 148	119 122 124 126 129	100 102 105 107 109	80 83 85 88 90	63 65 67 69 71	47 49 51 53 55	31 33 35 37 39	15 17 19 21 23	1 3 5	0 0 0 0
1,984 2,004 2,024 2,044 2,064	2,004 2,024 2,044 2,064 2,084	170 172 175 177 179	151 153 155 158 160	131 134 136 138 141	112 114 117 119 121	92 95 97 100 102	73 75 78 80 83	57 59 61 63 65	41 43 45 47 49	25 27 29 31 33	11 13 15	0 0 0 0
2,084 2,104 2,124 2,144 2,164	2,104 2,124 2,144 2,164 2,184	182 184 187 189 191	163 165 167 170 172	143 146 148 150 153	124 126 129 131 133	104 107 109 112 114	85 87 90 92 95	67 69 71 73 75	51 53 55 57 59	35 37 39 41 43	21 23 25	2 4 6 8 10
2,184 2,204 2,224 2,244 2,264		194 196 199 201 203	175 177 179 182 184	155 158 160 162 165	136 138 141 143 145	116 119 121 124 126	97 99 102 104 107	78 80 82 85 87	61 63 65 67 69	45 47 49 51 53	31 33 35	12 14 16 18 20

Session: self-study

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PAYTRAIN FUNDAMENTALS



Course Menu Course Activities









Item: 17-ex-rrp-mg



An employee works 48 hours during the workweek. The employee's compensation earned during the workweek includes:

- Hourly rate \$11.00
- Commission \$59.00
- Employer contribution to retirement plan \$46.00

During the week the employee was paid:

- Holiday 8 hours
- Expense reimbursement \$90.00

Step 1: Question 1

Step 2: Question 2

Step 3: Question 3

Which payment will be included in the regular rate of pay?

- \$88.00 holiday pay
- \$90.00 expense reimbursement
- \$46.00 retirement plan contributions
- \$528.00 regular pay

Submit

During the week the employee was paid:

- Holiday 8 hours
- Expense reimbursement \$90.00

Step 1: Question 1

Step 2: Question 2

Step 3: Question 3

RATIONALE

Among the types of compensation the FLSA excludes from the regular rate of pay are:

- Pay for time not worked, such as holiday pay
- Contributions to benefit plans, such as retirement contributions
- Reimbursement of business expenses

The regular pay (\$528.00) for time worked is included in the employee's regular rate of pay.

For more information, refer to Module 1, Lesson 4

Which payment will be included in the regular rate of pay?

- \$88.00 holiday pay
- \$90.00 expense reimbursement
- \$46.00 retirement plan contributions
- √ \$528.00 regular pay

CORRECT

Next Step

粤

COURSE ACTIVITIES





Module 1 Quiz

Module 2 Quiz

Module 3 Quiz

Module 4 Quiz

Module 5 Quiz

Module 6 Quiz

Module 7 Quiz

Module 8 Quiz

Module 9 Quiz

Module 10 Quiz

Module 11 Quiz

Module 12 Quiz

TESTS

Pre-Test 🥒

Post-Test

CALCULATIONS

Calculating Hours Worked

Minimum Wage

Paying Tipped Employees

Calculating Pay

Calculating Overtime

Calculating Gross Pay

Calculating Federal Income Tax

Calculating Social Security and Medicare Taxes

Calculating Gross-ups

Calculating Involuntary Deductions

Child Support with Multiple Withholding Orders

Fringe Benefit Calculations

Third-party Sick Pay Taxation

Nonqualified Deferred Compensation

Cafeteria Plans

Federal Income Tax-Percentage Method (401(k), 125, & GTL)

Social Security and Medicare Taxes (401(k), 125, & GTL)

EXERCISES

Regular Rate of Pay

Form W-4 lock-in letter

Paycheck Calculations: Alan

Paycheck Calculations: Barbara

Paycheck Calculations: Chris

Paycheck Calculations: Elaina

Paycheck Calculations: Grant

Nonqualified Deferred Compensation Plan

Cafeteria Plan Election

Paycheck Calculations: Hank

Helen's Form W-2

Isaac's Form W-2

Quarterly Form 941

Quarterly Form 941, Schedule B

Form 940

Correction Forms: W-2c

Correction Forms: 941-X

PAYTRAIN



Course Menu Course Activities



CALCULATING SOCIAL SECURITY AND MEDICARE TAXES



An employee's compensation for the pay period is \$2,200.00 and the employee's year-to-date earnings from the previous pay period total are \$45,000.00. Calculate the employee's social security tax withholding for this pay period.

Your answer: \$150.00

Submit

Session: self-study

Privacy Policy

PAYTRAIN



Course Menu Course Activities









CALCULATING !	SOCIALS	SECURITY AND	MEDICARE TAXES

Question 2 of 3 Item: q02-Social-security-tax-withholding-exercise

You answered: \$150.00 INCORRECT

Sorry, your answer is incorrect. Read the hint, then please try again and re-submit your answer below.

HINT

The 2018 social security tax rate is 6.2% of the first \$128,400.00 in social security wages. The employee has no pretax salary reductions.

An employee's compensation for the pay period is \$2,200.00 and the employee's year-to-date earnings from the previous pay period total are \$45,000.00. Calculate the employee's social security tax withholding for this pay period.

Your answer: \$150.00

Submit



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PAYTRAIN



Course Menu Course Activities











CALCULATING SOCIAL SECURITY AND MEDICARE TAXES

Question 2 of 3 Item: q02-Social-security-tax-withholding-exercise

RATIONALE

You answered: \$150.00 INCORRECT

The correct answer is: \$136.40.

Social security tax withholding is: \$2,200.00 x 6.2% = **\$136.40**

For more information, refer to Module 2, Lesson 5

An employee's compensation for the pay period is \$2,200.00 and the employee's year-to-date earnings from the previous pay period total are \$45,000.00. Calculate the employee's social security tax withholding for this pay period.

Your answer: \$150.00

Next question

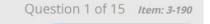
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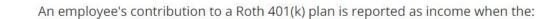
Course Menu Course Activities















distribution from the plan is received.

ontribution to the plan is made.

election to make the contribution is made.

five year holding period passes.



Session: self-study

Privacy Policy



PAYTRAIN



Course Menu Course Activities







PAYCHECK CALCULATIONS: CHRIS

Item: paycheck-calc-chris

▼ SCENARIO

EMPLOYEE DATA		
Name:	Chris	
DATE OF HIRE:	7/17/2007	
Position:	Corporate Communications Manager	
Job Description:	Manages advertising and corporate communications, directs staff of 10 full-time employees	
Employee Status:	Exempt (paid semimonthly)	
Filing status:	Married, 1 allowances	
Notes:	The first two weeks in December were a particularly busy time for the Corporate Communications Department. Chris put in 11 hours of overtime to meet the department's end-of-year commitments.	
Rate of Pay:	\$127,073.50/annually	
Pay Date:	December 31	
Other Compensation:	\$1,850.00 Holiday bonus	
YTD EARNINGS:	\$121,779.00	

Begin by computing Chris' base pay for the pay period.



Click in Box 1, enter the amount you would include in Box 1, and then click Submit.

Submit

Step 1: Box 1

Step 2: Box 3

Step 3: Box 10

Step 4: Box 12a Code

Step 5: Box 12a Amount

Step 6: Box 12b Code

Step 7: Box 12b Amount

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld
7 Social security tips	8 Allocated tips
9 Verification code	10 Dependent care benefits
11 Nonqualified plans	12a
13 Statutory Retirement Third-party sick pay	12b
14 Other	12c

Session: self-study

Click in Box 1, enter the amount you would include in Box 1, and then click Submit.

Submit

Step 1: Box 1

Step 2: Box 3

Step 3: Box 10

Step 4: Box 12a Code

Step 5: Box 12a Amount

Step 6: Box 12b Code

Step 7: Box 12b Amount

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld
7 Social security tips	8 Allocated tips
9 Verification code	10 Dependent care benefits
11 Nonqualified plans	12a
13 Statutory Retirement Third-party sick pay	12b
14 Other	12c

Session: self-study



PAYTRAIN



1 of 19

Course Menu Course Activities









What is the FUTA tax credit?

PAYTRAIN



1 of 19

Course Menu Course Activities







PAYROLL REPORTING AND EMPLOYMENT TAXES

Next Card

EMPLOYERS PAYING STATE UNEMPLOYMENT TAXES TIMELY CAN GET A FUTA TAX **CREDIT MAXIMUM OF 5.4%.** THE CREDIT MAY BE REDUCED **DUE TO STATES IN CREDIT REDUCTION STATUS.**

What is the FUTA tax credit?

PAYTRAIN



Course Menu Course Activities



<u>...l</u>

REPORTS

Exam Comparison

Quiz Best Score Pre-Test Attempts Post-Test Attempts

Quiz Best Score

This report shows your best scores for the Chapter and Module Quick Quizzes.

NS = No score has been recorded

Test	Percent Correct
Module 1 Quiz	NS
Module 2 Quiz	NS
Module 3 Quiz	NS
Module 4 Quiz	NS
Module 5 Quiz	NS
Module 6 Quiz	NS
Module 7 Quiz	NS
Module 8 Quiz	NS
Module 9 Quiz	NS
Module 10 Quiz	NS
Module 11 Quiz	NS
Module 12 Quiz	NS

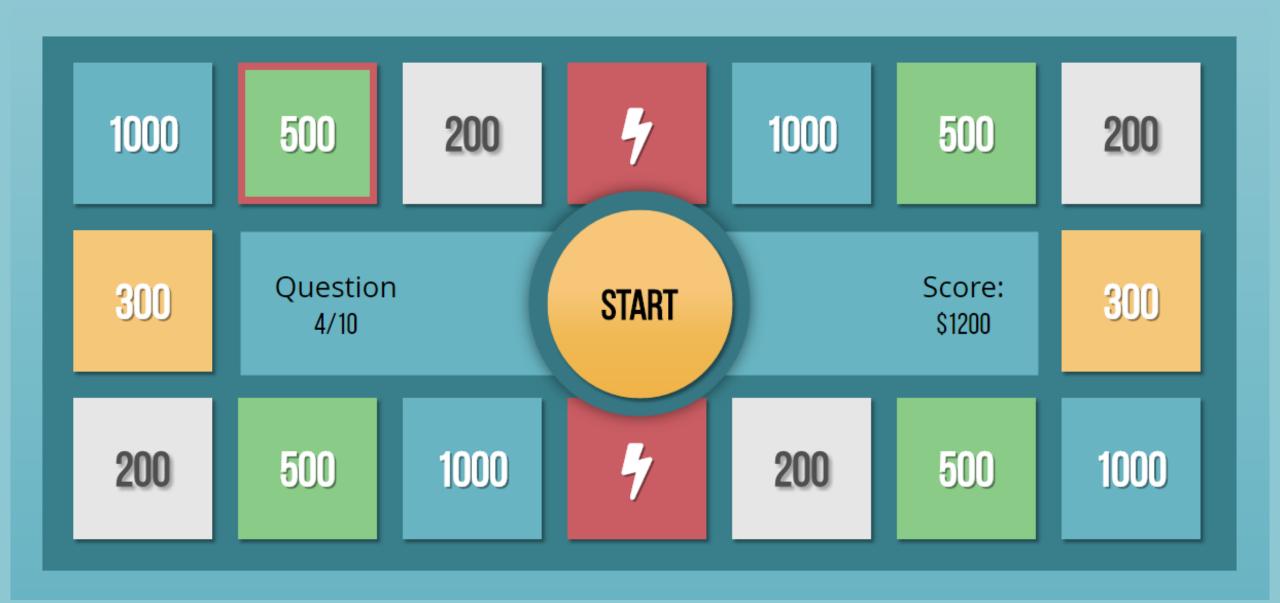
PayTrain Fundamentals Games

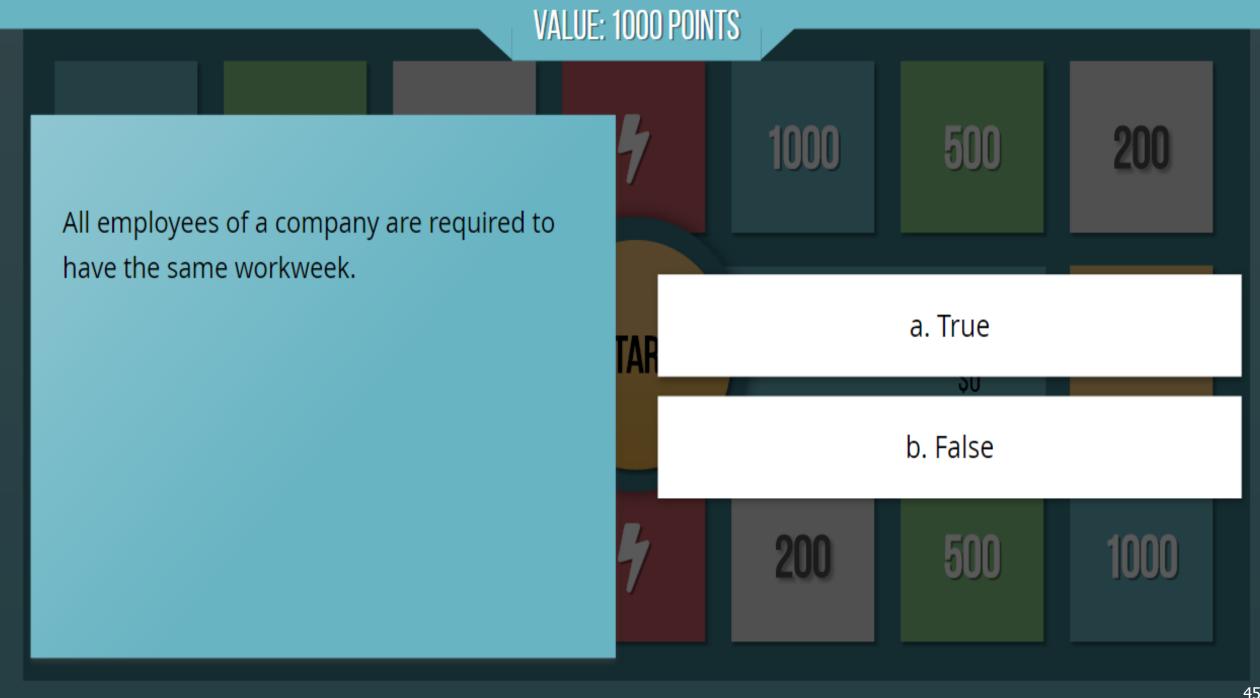
Module Game:

PayTrain Fundamentals: Try your luck

Course Game:

PayTrain Fundamentals: Payroll Trivia





+\$1000

All employees of a company are required to have the same workweek.

⊘ CORRECT

All employees of a company are NOT required to have the same workweek. The workweek is defined as seven consecutive 24-hour periods beginning when the employer chooses.

CONTINUE

CONTINUE

LEVEL

1

2

3

4

Under federal regulations, the documents that have a minimum four year retention requirement are:



The IRS requires tax returns to be retained for four years. The DOL requires supplemental records including billing records, wage rate tables, and work time schedules to be retained for two years.

PayTrain Games

- Module Game:
 - PayTrain: Destination Payday
- Course Game:
 - PayTrain: Payroll Buzz

DESTINATION

PAYDAY

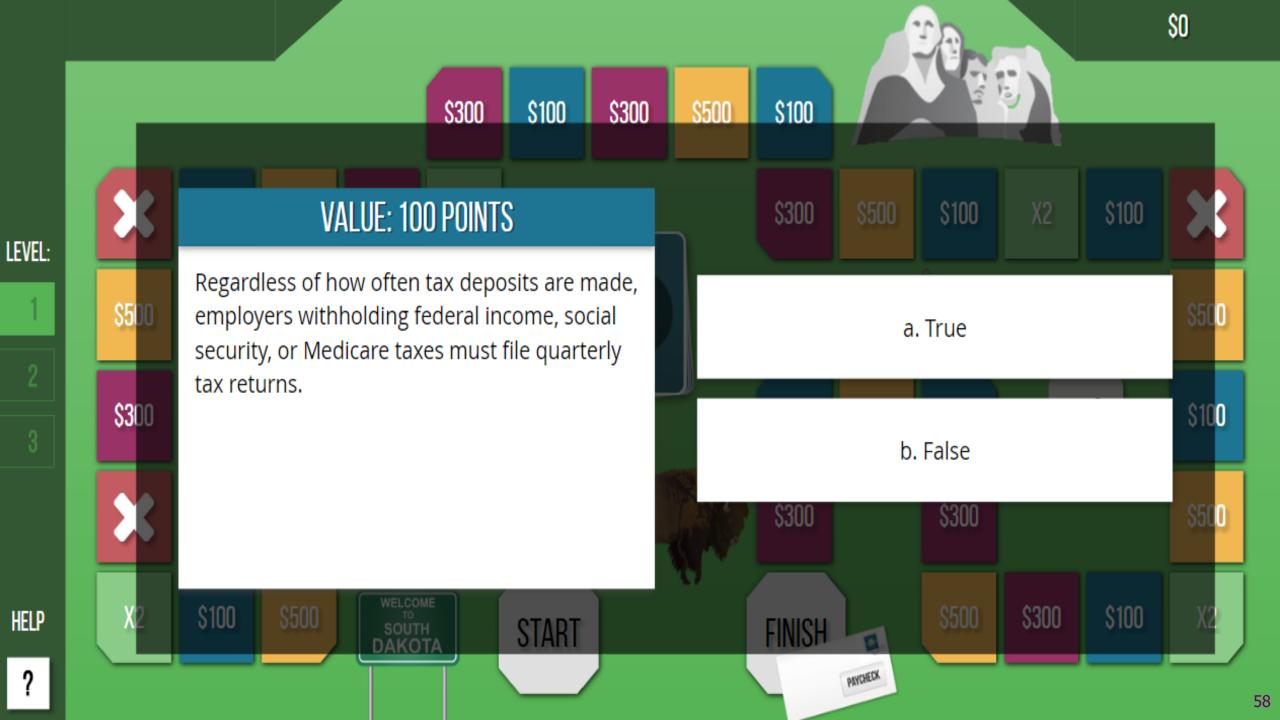
CONTINUE

Level 1

SOUTH DAKOTA







-\$50

Regardless of how often tax deposits are made, employers withholding federal income, social security, or Medicare taxes must file quarterly tax returns.

INCORRECT

Employers with a history of a tax liability of \$1,000 or less for the calendar year can file an annual Form 944. Agricultural employers file Form 943 annually.

CONTINUE

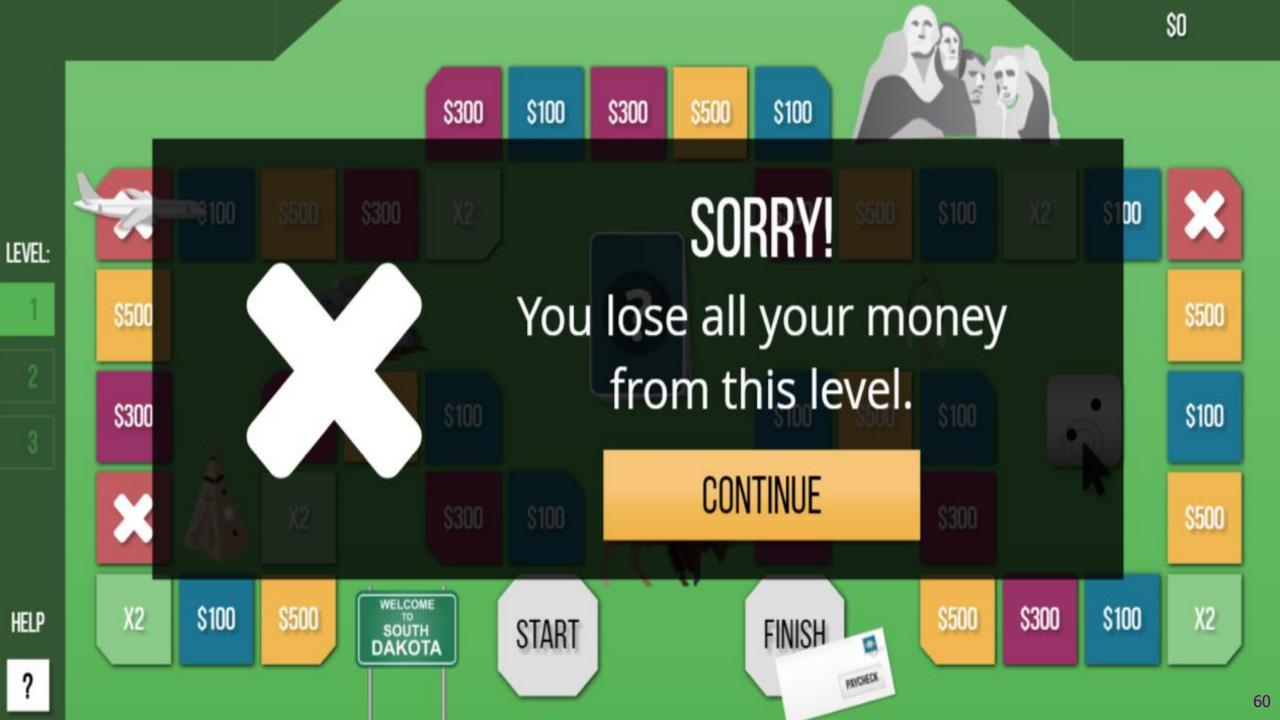
3100

JO SOUTH

START

FINISH

59



PAYTRAIN



Course Menu Course Activities









COURSE GAME

Item: gameshow-01

PAYROLL BUZZ

Are you a payroll expert? Now's your chance to prove it! Earn points as you answer challenging questions from six categories. Each time you get a question correct, you will earn points, but if you answer the question incorrectly, you'll lose points. If you make it through all the questions, you'll unlock a second round. Good luck!

CONTINUE

PAYTRAIN

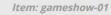


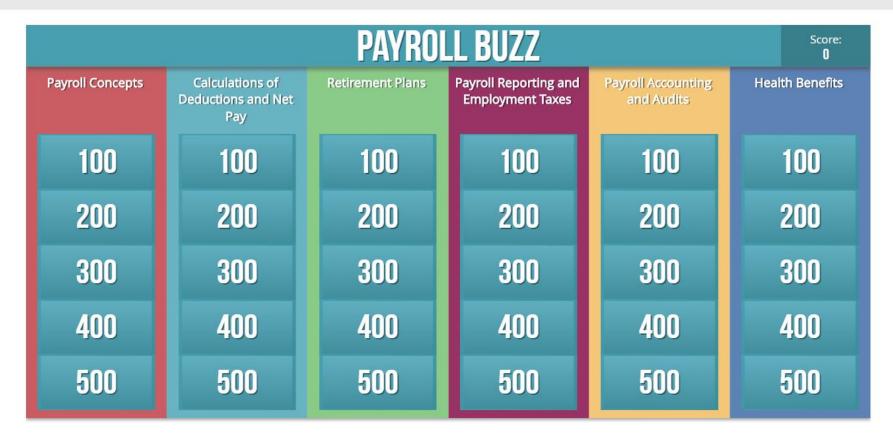
Course Menu Course Activities



<u>...l.</u>

COURSE GAME





PAYTRAIN



Course Menu Course Activities

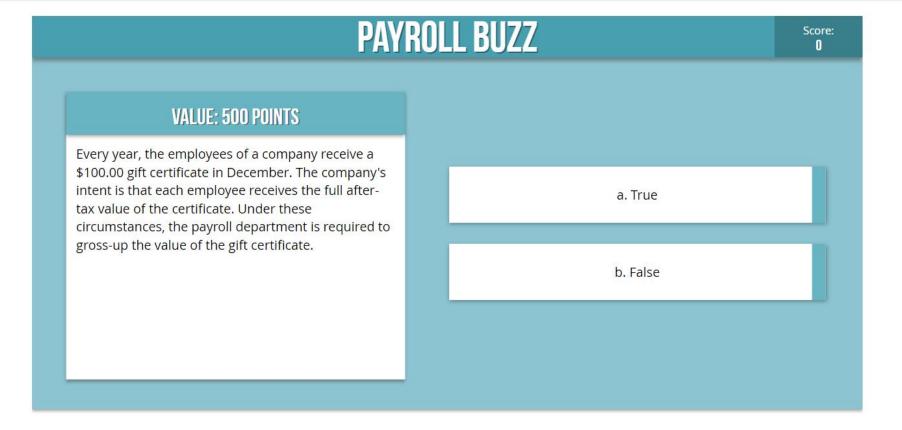








COURSE GAME Item: gameshow-01



PAYTRAIN



Item: gameshow-01

Course Menu Course Activities











COURSE GAME

PAYROLL BUZZ



+500 POINTS

Every year, the employees of a company receive a \$100.00 gift certificate in December. The company's intent is that each employee receives the full aftertax value of the certificate. Under these circumstances, the payroll department is required to gross-up the value of the gift certificate.



When an employee receives a net amount, the calculation of taxable wages requires using the gross-up formula. When grossing-up an employee's net wages, divide the net by 100% less all of the employee's tax rates.

CONTINUE

Poll #2

Are your training needs more suitable for PayTrain Fundamentals, PayTrain, or both?

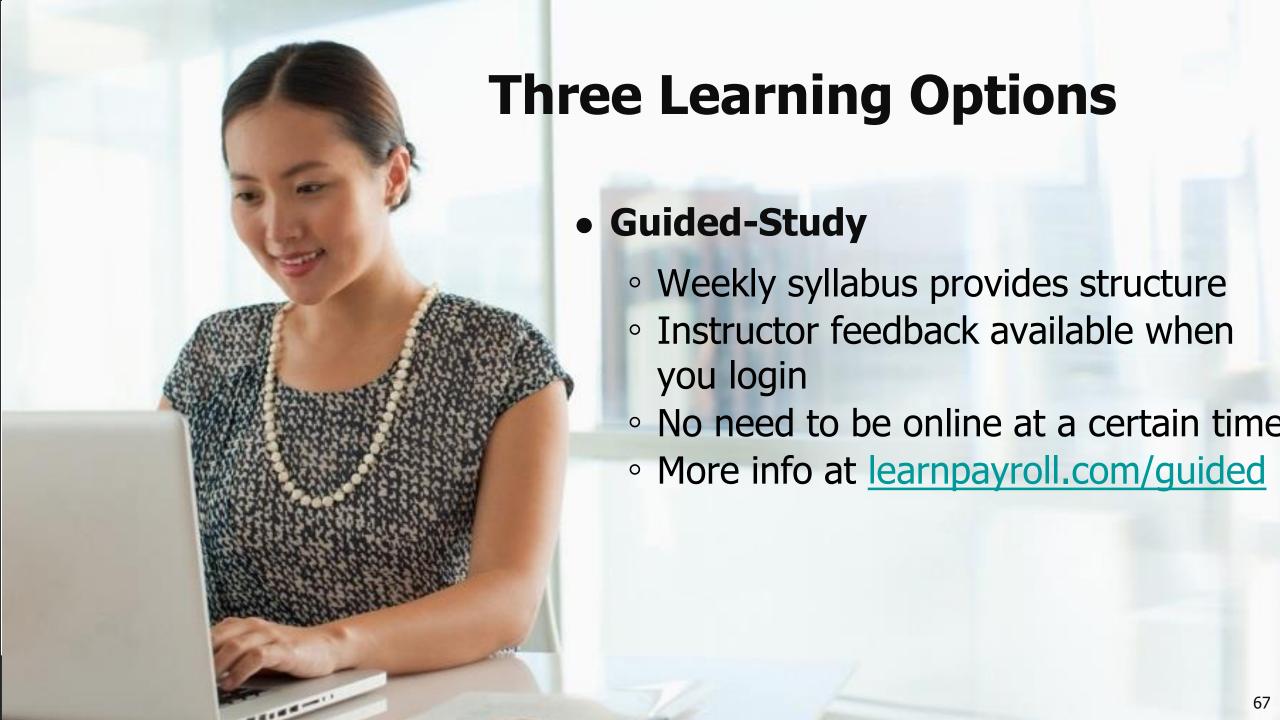
- a) PayTrain Fundamentals
- b) PayTrain
- c) Both
- d) I'm not sure

Three Learning Options

Self-Study

- Perfect for self-starters
- Complete course activities at your own pace
- Freedom to set your own schedule and goals
- More info at <u>learnpayroll.com/self</u>









Poll #3

Is your interest in payroll training focused on you, your team, or both?

- a) Me
- b) My team
- c) Both me and my team
- d) I'm not sure

How Can I Purchase APA's PayTrain Fundamentals or PayTrain?

• Individuals:

- Order by phone: call 800-444-5015 and speak to a customer service representative
- Order online: visit <u>learnpayroll.com</u>

How Can I Purchase APA's PayTrain Fundamentals or PayTrain?

Group/Volume Purchases:

 Contact Mike Downs for volume pricing discounts (3+) and implementation options (members save 12% or more on 3+)

Phone: 800-852-6664

– Email: miked@holmescorp.com



PAYTRAIN





Tromo Code: PT819

Toliscount: \$50 off PayTrain and PayTrain Fundamentals (Self-Study and Guided-Study only)

Expiration: August 31, 2019



Increase Your Chances of Passing the APA's Certification **Exams with PayTrain®**

Thank You!

AMERICAN PAYROLL ASSOCIATION

