

# PAYTRAIN<sup>®</sup>: Payroll Training at Your Command





# PAYTRAIN® FUNDAMENTALS

Essential training for payroll beginners and service and support professionals.

# PAYTRAIN®

In-depth training for experienced payroll professionals.





## PAYTRAIN<sup>®</sup> FUNDAMENTALS

- Learn the skills for basic payroll processing
- Ensure your knowledge is current with recent changes
- Prepare for the Fundamental Payroll Certification (FPC) Exam



## PAYTRAIN<sup>®</sup>

- Gain up-to-date knowledge for experienced payroll professionals
- Develop skills critical to payroll leadership
- Prepare for the Certified Payroll Professional (CPP) Exam

# Three Learning Options



## SELF-STUDY

Study at your own pace, where and when it's convenient with comprehensive reading materials and interactive study tools.



## GUIDED-STUDY

Learn with the guidance of an online instructor combined with the comprehensive reading materials and interactive study tools.



## INSTRUCTOR-LED

Attend virtual or in-person, instructor-led courses that combine PayTrain materials with an expert instructor to guide you and keep you on pace.



# COURSE DETAILS

PayTrain Fundamentals and PayTrain curriculum is drawn from the FPC and CPP exam content outlines. Comprehensive reading materials are combined with interactive study tools to reinforce what you learn. The system guides you on your path to success through three key steps: Assess, Study and Achieve.

# THREE KEY STEPS

## ASSESS

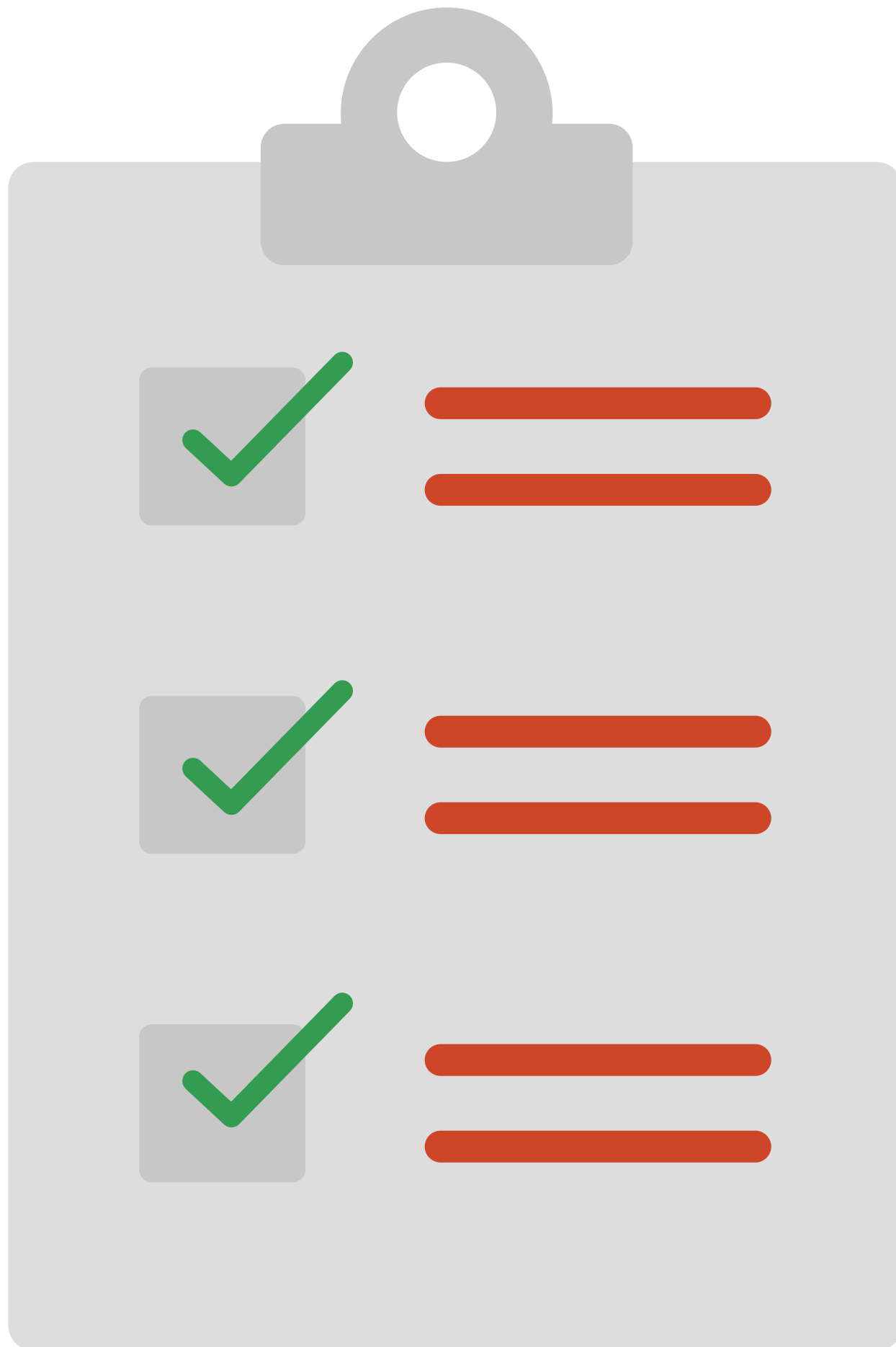
- Determine your current knowledge with the online assessment.
- Identify topics for improvement to help guide your studies.

## STUDY

- Read learning modules that cover concepts, recent changes, trends and best practices.
- Reinforce your learning with quizzes, calculations, exercises and flashcards.
- Review the course content and have fun with interactive games.

## ACHIEVE

- Build exam-day confidence with a post-test that mimics the exam format and weighting.
- Score 80% or higher on the post-test to earn a Certificate of Achievement and earn Recertification Credit Hours (RCHs) or Continuing Education Units (CEUs).





# COURSE TOPICS:

- Payroll Concepts
- Calculations of Pay
- Calculations of Deductions and Net Pay
- Fringe Benefits and Other Payments
- Retirement Plans
- Cafeteria Plans
- Payroll Reporting and Employment taxes
- Record Keeping and Payroll Practices
- Payroll Accounting (and Audits in PayTrain only)
- Payroll Management Administration
- Health Benefits
- International Payments



## ONLINE STUDY TOOLS:

- ✓ Assessment
- 📊 Calculations
- 📄 Exercises
- 📝 Module Quizzes
- 📁 Flashcards
- 📖 Glossary
- 🎮 Games
- 🔍 Resource Center
- 🏆 Post Test
- 📊 Reports



# 2023 Pricing

APA members and their colleagues receive discounts on PayTrain Fundamentals and PayTrain products. Discounted pricing is reflected below.

## PayTrain Fundamentals

## PayTrain

### SELF-STUDY

Member: \$695  
Colleague: \$845  
Non-Member: \$995

### GUIDED-STUDY

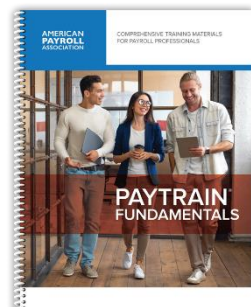
Member: \$795  
Colleague: \$945  
Non-Member: \$1,095

### SELF-STUDY

Member: \$1,080  
Colleague: \$1,200  
Non-Member: \$1,380

### GUIDED-STUDY

Member: \$1,230  
Colleague: \$1,350  
Non-Member: \$1,530



All the course reading material is available in the online e-reader. If you prefer, printed books are available for an additional fee.



# CORPORATE & GROUP TRAINING

## TRAIN YOUR TEAM TO ENSURE PAYROLL COMPLIANCE

- Provide your organization with the most up-to-date payroll knowledge and certification prep available.
- Optimize efficiencies, avoid costly mistakes and save money.
- Take advantage of volume discounts for groups of 3+.



Save on 3+ Programs

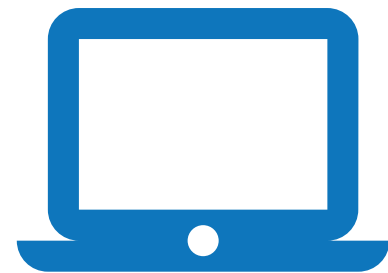
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[LearnPayroll.com](https://LearnPayroll.com)

PayTrain Webinar Discount:

**\$100 OFF**  
**PAYTRAIN OR**  
**PAYTRAIN FUNDAMENTALS**

Use discount code **SPRING100** when ordering to save \$100.

*Discounts valid on Self-Study and Guided-Study programs through April 30, 2023. Discount cannot be combined with other offers or applied to previous purchases.*



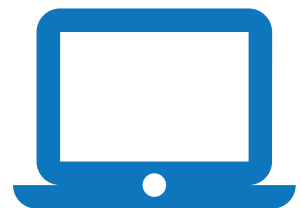
# GROUP SALES

CONTACT MIKE DOWNS FOR VOLUME  
PRICING AND IMPLEMENTATION  
OPTIONS.



PHONE:

888-852-6664



EMAIL:

[miked@holmescorp.com](mailto:miked@holmescorp.com)



APA members save 12% or more with purchases for 3+ users.

# Thanks for your interest in PayTrain!

The image features a man in a white polo shirt holding a tablet. Overlaid on the background are several screenshots of the PayTrain Fundamentals course interface. On the left is a spiral-bound book cover titled 'PAYTRAIN FUNDAMENTALS' with the subtitle 'COMPREHENSIVE TRAINING MATERIALS FOR PAYROLL PROFESSIONALS'. The main screenshot shows the 'COURSE MENU' with a 'Welcome to PayTrain Fundamentals' message from Dan Maddux and a 'Get Started' section with a 'Program Overview' button. To the right is a 'COURSE MENU' with three steps: 'ASSESS YOUR CURRENT KNOWLEDGE', 'STUDY YOUR WAY TO SUCCESS' (listing topics like Payroll Concepts, Calculations of Pay, etc.), and 'ACHIEVE SUCCESS AS A PAYROLL PROFESSIONAL'. Below that is a screenshot of 'AFPA Module 8' titled 'ACH Flow' with a diagram and text explaining Direct Deposit (DDI) and Same-Day ACH capabilities. At the bottom is a 'TRY YOUR LUCK - MODULE 1' game interface with a grid of numbers and a 'START' button.