

A One-Day Seminar

Payroll Law, Ontario Edition

Protect your company from costly mistakes and legal blunders



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An intensive one-day seminar on today's most challenging payroll issues

- What are the penalties, fines and interest for non-compliance with Canadian payroll legal requirements?
- How should you handle special payments: bonus payments, vacation pay, retroactive pay, sick pay?
- Which benefits are taxable and which are not?
- The 12 requirements that must be met to comply with Canadian record-keeping rules and regulations
- What compensation and taxation issues should be considered when your employees work part time in a U.S. location?
- How to handle pay issues when statutory or public holidays are involved
- The federal and provincial regulations you must be aware of that affect payroll processing, record keeping and withholding
- **And much, much more!**

The information in this one-day program has saved companies like yours thousands of dollars in fines. You won't find a better training bargain.

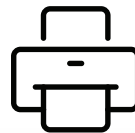
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 **FRED PRYOR SEMINARS**

How well do you know Ontario's Payroll Law?

As a payroll professional, you can't afford to make mistakes.

Are you fully versed in the rules, record-keeping policies, withholding regulations and labour standards affecting payroll processing? Are you up-to-date on the government's latest changes, amendments and requirements? Even seasoned payroll pros may find themselves needing a refresher and if you are just getting started in the field, navigating the finer points of payroll law can easily become an exercise in frustration.

Attend this information-packed seminar and gain a thorough understanding of Ontario's Payroll Law, including employment and labour standards that affect payroll processing, withholdings, garnishments and deductions, the role of Federal and Provincial government regulations, special concerns involving the U.S. and much more.

What you learn in just one fast-paced day could save you thousands of dollars in fines and penalties, as well as minimize legal blunders that could land your organization in legal hot water. This seminar will provide the peace of mind from knowing you are following legal mandates precisely, and the satisfaction of performing your job with knowledge and confidence.

Essential information addresses your toughest challenges.

Join us for one day of focused, powerful training and you'll discover information, strategies and techniques to help you master all the core concepts of Ontario's Payroll Law. You'll discover critical areas where you may be lacking skills or information, and gain the knowledge needed to strengthen your weak points and bring new clarity to those grey areas so prevalent in payroll law. Record-keeping requirements, remittances, jurisdictional issues, proper filing procedures, taxable vs. nontaxable withholdings and U.S. laws that affect Canadian workers — we'll cover a wealth of need-to-know information in this energizing, intense day of learning.

Whether you work for a small business or a large corporation, the rules and regulations regarding payroll law remain the same. What you learn here will help you avoid costly lawsuits, fines and judgments being levied against your organization, and make your job that much easier.

Who Should Attend?

Anyone responsible for any aspect of payroll or advising employees on important payroll decisions can benefit greatly from this one-day event:

- Payroll Managers and Staff
- Office Managers
- Human Resource Directors
- Small Business Owners

How would you handle these situations?

- You are based in Ontario and an employee works outside Canada. The employee is not a Canadian resident. Should you deduct CPP contributions?
- Your head office is in Ontario, but your employee reports to your place of business in Manitoba. Which taxation tables do you use to figure income tax — Ontario or Manitoba?
- Your employee is a Canadian resident who works as a salesperson in Ontario and British Columbia. She works from her home office and reports directly to your business located outside Canada. Which table of taxation do you use to calculate taxation?
- Your business is based in Ontario, but you have employees who work in the United States. How do you handle U.S. labour and taxation laws for these employees?

These are just some of the questions you'll come up against as a payroll professional in Ontario. After this seminar, you'll be able to confidently and legally handle them all.

Can you learn all you need to know about Ontario's Payroll Law in just one day of training?

Yes, believe it or not, you really can! This course was designed to meet the needs of busy, time-challenged professionals just like you. As a result, it is fast-paced, streamlined, entertaining and packed with all the essentials of Ontario's Payroll Law. Enjoy a day of intensive, focused learning with your peers, and walk away with the knowledge you need to excel at your job.



Free Digital Resources for Every Participant

Your registration includes a variety of seminar resources that highlight pertinent information. These materials are offered digitally—making learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.

Enroll today! www.pryor.com

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Course Agenda



A day that brings clarity to your payroll gray areas

This one-day program will make you the master of complex payroll rules and regulations.

Part 1

Ontario Payroll Basics — what every payroll processor needs to know to get started

This section introduces you to the fundamentals of Canadian Payroll procedures and includes everything you need to know to comply with government regulations regarding payroll.

- Employee/employer relationships
- The roles and responsibilities of the payroll department
- Employee or self-employed? Understand how to define your workers
- Why it is so important to determine worker definitions
- The penalties, fines and interest for non-compliance
- Record-keeping requirements for setting up a new employee, taxation requirements of CRA and pay records
- Contract of service vs. contract for service
- Minimum wage rules you must be aware of
- How age factors are considered in EI and CPP taxation
- An overview and review of the various forms and guides required by CRA
- Filing procedures and deadlines for taxation
- How to avoid the PIER Report
- When and how to remit taxes
- Review of forms T4, T4A and RL-1
- A handy checklist to follow for year-end preparation

Part 2

Employment and Labour Standards That Affect Payroll Processing

There's a lot of meat to the Fair Labour Standards Act, and regulators are watching closely. It takes careful maneuvering to stay out of legal hot water. The most innocent mistake can result in a substantial fine and with you losing credibility with your company. Be prepared by knowing what's expected, what's changed and where there are loopholes.

- The must-do's of FLSA record-keeping
- Exempt vs. nonexempt employees — are you applying the FLSA properly to each?

- What are your company's responsibilities for travel time, on-call time and time employees spend waiting on behalf of your company?
- Are all meetings and training deductible — even those that are primarily vacations?
- When are exempt employees eligible for overtime?
- Understanding overlapping federal and provincial wage and hour laws
- Comp time — the common illegal practice many companies unknowingly use
- Most recent updates to Provincial-specific Employment Standards and Labour laws and how they affect payroll processing

Part 3

Withholdings: Taxable vs. Nontaxable, Garnishments — Federal and Provincial Regulations

Don't let withholding issues trip you up. Learn exactly what your responsibilities are when it comes to withholding tax, discover situations where withholding tax is not required and learn the distinctions between Federal and Provincial Regulations.

- Employment insurance premiums
- Federal and provincial income tax regulations
- Employer share of statutory deductions
- Special payments: bonuses, retroactive pay, vacation pay, tips, etc.
- Garnishment basics
- Taxable vs. Nontaxable
 - Withholding requirements
 - Taxable benefits and allowances
 - Income tax sources and rules
 - Mandatory, statutory and voluntary deductions

Part 4

Special Circumstances and Unique Concerns

These situations don't come up every day ... but when they do, payroll professionals must know how to properly handle them.

- How to handle final pay
 - Severance and terminations, and processing ROE
 - Should vacation pay be included in final wage payments?
 - Death of employee
- U.S. Source income for Canadian Companies located in the United States
 - Resident vs. nonresident rules — United States
 - A definition of "U.S. Source" income vs. "Canada Source" income
 - How the Canadian tax treaty benefit affects taxation rules
 - The impact of United States FLSA on Canadian Labour Laws
- Real-life examples of calculations used in special situations
- What compensation and taxation issues should be considered when your employees work part-time in a U.S. location?
- What are the resident vs. non-resident taxation rules you must follow?
- How to calculate the employer share of EI and CPP
- How to handle extraordinary payments: commission payments, director's fees, etc.
- Unique workers who are taxed differently: hairdressers, barbers, taxi drivers or other passenger-carrying vehicles

Registration Information

Enroll Today! Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a \$25 cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note:

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or visual recording.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, please fax written documentation stating that you are tax-exempt certified to 1-866-750-5695 or mail with registration and payment to P.O. Box 25001, 395 Wellington Road South, London, ON N6C 6A8.

Continuing Education Credits

Fred Pryor Seminars offers Continuing Education Credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines, and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

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100% SATISFACTION GUARANTEE MEANS YOU'VE GOT NOTHING TO LOSE, AND EVERYTHING TO GAIN!

We are absolutely positive you will gain the skills and knowledge you need to master the core concepts of Canadian Payroll Law. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free!*

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To update your contact information, please see page 6.

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