



Payroll Law WORKSHOP

Learn how to mitigate risk and avoid costing your company big dollars and fines.

Taught by former HR Executives & HR Law Professionals

Payroll Law Workshop
Payroll 101, Payroll 202, and Payroll 303
Check-in 9:00 am
Training begins at 9:30 am and
concludes at 4:30 pm

Register Now by
336-739-3106
or visit
JacobDarrAssociates.com

Join us for an intensive one day workshop and learn Payroll Law.

Think about these examples:

The Administrative Assistant who has jury duty

Amy was out for a week on jury duty and your company had to hire a temporary employee during her absence. Should your company pay Linda her regular salary even though she received some compensation from the government? Or, do you just pay the difference between her salary and her jury duty pay? .

The employee who works unauthorized overtime

You're not sure why, but Jennifer, an hourly employee, consistently ends the pay period owed multiple hours of costly overtime. Her manager doesn't want to pay for this added cost since it wasn't authorized ahead of time. What are your company's legal responsibilities?

The employee being terminated

Mark is just looking to sue your company. One error on his termination and he could run to the labor board and his attorney — and you'll lose credibility or maybe worse. How do you handle his vacation, sick leave and other benefits? What if he owes the company money?

Limited class size for Maximum Learning. We limit each class size to a small group, and because of this, our classes fill up fast. Please book as far in advance as possible.

Registration: \$599.00

To Register call **336-739-3106** or visit **JacobDarrAssociates.com**

We offer onsite Payroll Law Training to your group, team, or an entire department. Call us today for details.

Course Agenda:

Included: Payroll 101, Payroll 201, Payroll 301

Payroll 101

- Why payroll administration is just not about dollars and cents
- Improperly classifying your employees and the high cost for the mistake
- Questionable employee tax practices
- The top questions auditors & investigators will always ask and why
- How to reduce penalties and fines
- What to do if you get an FLSA complaint
- Five internal audits that are not about the numbers
- Exempt v/s nonexempt and what is the difference
- Tests to help determine overtime exemptions
- Types of exemptions: Executive, Professional, Administrative, Sales and Computer Professionals
- Understanding the overtime-exempt payment rules

Payroll 201

- Creating a worker classification process
- W9 Compliance
- What is backup withholding and when should you use it
- 1099-Misc
- Auditing your W4 process
- E-Verify and New Hire Reporting
- I-9
- Recognizing compensable time
- Paid and unpaid leave policies that payroll should understand
- Adjusting and rounding the timeclock
- Overtime Options and requirements
- Correcting wage hour violations
- Military Pay and payroll overlapping
- What you are required to pay an employee at dismissal

Payroll 301

- When and how-to tax fringe benefits
- Garnishments and how to deal with multiples
- Legal ramifications of paycheck advances
- Compensation, fair market value, and the law
- Gifts that must be reported to the IRS
- Withholding and reporting rules for cash fringe benefits v/s non cash fringe benefits