

New England Payroll Conference, Inc.

P.O. Box 1112
Billerica, MA 01821-1930

Visit NEPC on the Web:
www.newenglandpayrollconference.org



ATTENTION MAILROOM

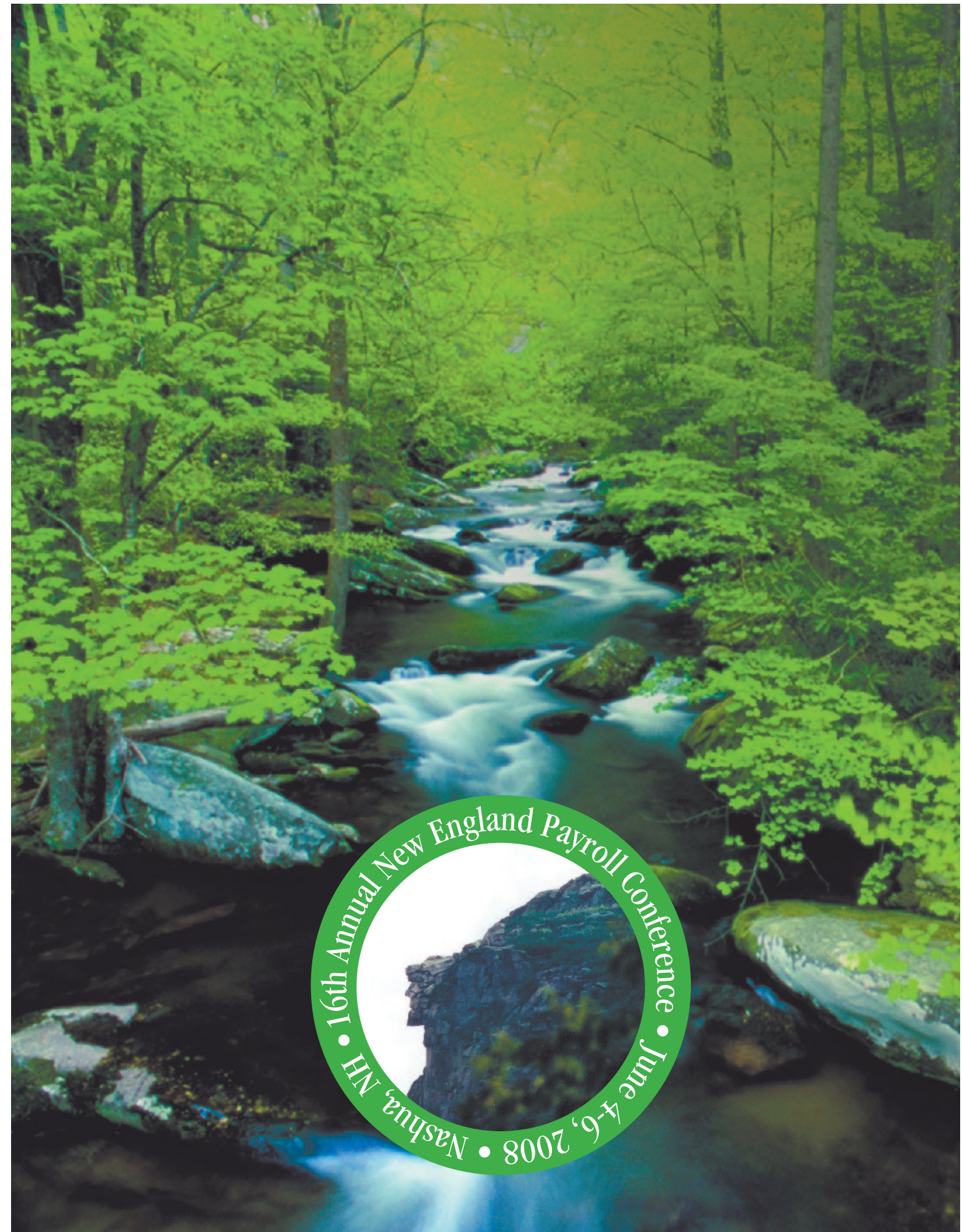
If the person on this address label is no longer with your organization, please direct this brochure to the Payroll/HR Department.

DIRECTIONS

Radisson Hotel Nashua • Nashua, NH

Located off Route 3, just 25 miles from Manchester Airport and 45 miles from Boston's Logan International Airport
For complete directions from your area, please refer to www.radisson.com

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SPECIAL GUEST SPEAKERS

CONFERENCE OPENING – General Session A – Wednesday, 8:00AM – 10:00 AM

Linda Obertin, CPP, Vice President, - Implementations

Fidelity

SOX: Understanding Key Audits and Controls

Attend this session to be prepared for your next audit. By providing an overview of audits and controls and how they are applied in the payroll process, this session will help you determine if you have the appropriate audits and controls in your payroll department necessary to meet Sarbanes Oxley compliance requirements.

There are many ways to document audit and controls. In this session you will be presented with the best practice approaches to documenting workflow to highlight control points and design a control library.

General Session B – Wednesday, 10:15 AM – 11:45 AM

Daniel Powers, PHR, Sr. Solution Architect – HRP Implementations

Fidelity

Key Factors to Consider in the HRP Outsourcing Decision

Are you considering outsourcing any or all of your Human Resources or Payroll functions? This session is intended to provide an overview of key factors in helping to assess your organization's readiness to transform to an outsourced model, inform your business case, and prepare for vendor selection.

General Session C – Wednesday, 1:00 PM – 2:30 PM

Scott Mezistrano, CPP, Sr. Manager – Gov't Relations

American Payroll Association

Correcting a W-2: From W-2c to 941c and More

It seems like no matter how hard you work at getting everything processed and reconciled for year end, there will be some W-2 forms that need correcting and 941 forms that must be adjusted. Maybe you had a manager who forgot to return that bonus check he/she didn't give out or you withheld too much social security tax on a manual check. Perhaps an employee moved from one state to another or someone's name or social security number was wrong in the database. This is the session where you can learn to determine if a Form W-2c is required and, if so, how to complete it along with all other affected federal forms. An added plus will be learning to streamline your process.

General Session D – Wednesday, 2:45PM – 4:15PM

James Medlock, CPP, Sr. Director – Education & Training

American Payroll Association

The Challenges of Overpayments – What Payroll Can Do!

An employee has been overpaid! This is a situation to make you shudder. This session will help you better understand the FLSA and taxation requirements of correcting the situation and the next step of repaying the employer.

General Session E – Friday, 8:30AM – 10:00AM

Scott Mezistrano, CPP, Sr. Manager – Gov't Relations

American Payroll Association

"What's New in Washington?"

Change is the only constant for payroll professionals, and staying up-to-date is essential for your success! How do new laws and regulations affect your company's compliance responsibilities? The APA lobbies various federal and state lawmakers and regulators on a regular basis to express the needs and desires of the payroll community with a special focus on reducing the administrative burden the payroll department experiences. Scott will update us on what the APA Government Relations team has been doing for us including their accomplishments on the IRS advisory committees and their comments on the 2009 Cafeteria Plan rules. He'll also present information on immigration initiatives, the IRS final rules on W-4 lock-in letters, and standardizing state withholding from residents of other states. Come, listen, heed, and succeed!



We are fortunate to have many exhibitors participating in the 16th Annual New England Payroll Conference this year. Without their support, we would be unable to provide you with the opportunity for education and networking. The exhibitors will be networking, answering questions, providing information and demonstrating their products and services throughout the conference. We encourage all attendees to visit with and explore the wide variety of information that the exhibitors, who are experts in their fields, have to offer. Opportunities will be available to spend time with the exhibitors throughout the conference.

~ In Appreciation ~



The 16th Annual New England Payroll conference committee would like to acknowledge the following companies for their generosity and support of this year's conference.



DARTMOUTH JOURNAL SERVICES

CAPE COD TIMES



Gram's Books

Arnold

Triumph Learning LLC

Hotel Information

Reservations – Please make reservations online at: www.radisson.com.

If you prefer, call 1-800-333-3333 or 603-888-9970 to make your reservation, but be sure to specify the group name. The room rate for the conference is \$119.00 per night. The room block is only being held until 5/9/08, so make your plans early.

ATTENDEE/GUEST POLICY

While we encourage you to bring your spouse or family to enjoy the lovely area around Nashua, please remember that all conference sessions, breaks and meals are limited to attendees only.

RAFFLE HOUR

Join us on Wednesday after the last session to spend some extra time with our exhibitors and enjoy the special raffle hour.

COCKTAIL SOCIAL

Thursday evening plan on attending the Exhibitor social which will feature more raffles, hors d'oeuvres, cash bar, and time to network with other payroll professionals.

RAFFLES

Donations from your employer to the raffle are greatly appreciated. Past donations have included logo items such as shirts, caps, mugs and more as well as golf equipment, gift certificates and much more. These items will be drawn at the Exhibitor Cocktail Reception. Also on Friday, the drawing will be held for the 2009 conference free registration for one lucky winner.

You must be present to win any prizes.



CONFERENCE SCHEDULE

WEDNESDAY-JUNE 4, 2008

7:00am – 4:30pm	Registration
7:00am – 8:00am	Continental Breakfast
8:00am – 10:00am	General Session A
10:00am – 10:15am	Break
10:15am – 11:45am	General Session B
11:45am – 1:00pm	Lunch with Exhibitors
1:00pm – 2:30pm	General Session C
2:30pm – 2:45pm	Break
2:45pm – 4:15pm	General Session D
4:15pm – 5:30pm	Raffle Hour

THURSDAY-JUNE 5, 2008

7:30am – 12:00pm	Registration
7:30am – 8:30am	Continental Breakfast
8:30am – 10:00am	Session 1
10:00am – 10:15am	Break
10:15am – 11:45am	Session 2
11:45am – 1:00pm	Lunch with Exhibitors
1:00pm – 2:30pm	Session 3
2:30pm – 2:45pm	Break
2:45pm – 4:15pm	Session 4
4:30pm – 6:00pm	Exhibitor Social

FRIDAY-JUNE 6, 2008

8:00am	Buffet Breakfast
8:30am – 10:00am	General Session E
10:00am – 11:30am	Conference Closing Session & 2009 Conference Give-a-way!!

YOU MUST BE PRESENT TO WIN!!!

GENERAL SESSION A - "SOX: Understanding Key Audits and Controls"
Presented by Linda Obertin, CPP, Fidelity

GENERAL SESSION B - "Key Factors to Consider in the HRP Outsourcing Decision"
Presented by Daniel Powers, PHR, Fidelity

GENERAL SESSION C - "Correcting a W-2: From W-2c to 941c and More"
Presented by Scott Mezistrano, CPP, American Payroll Association

GENERAL SESSION D - "The Challenges of Overpayments – What Payroll Can Do!"
Presented by James Medlock, CPP, American Payroll Association

GENERAL SESSION E - "What's New In Washington?"
Presented by Scott Mezistrano, CPP, American Payroll Association

IMPORTANT INFORMATION

Registration will begin at 7:00 am on Wednesday and the booth will be staffed to answer any questions throughout the conference. Please pick up your badge, personal schedule, and conference materials there. BADGES must be worn for admittance to all conference functions.

CONFERENCE CONTACTS

Katherine Wichlac, CPP
Conference Chairperson
860-827-3525

Betsy Cziria, CPP
Exhibitors
603-821-3662

Peggy Hudak
Brochure/Publicity
508-862-1268

Susan Janssen
Gifts/Scholarships
617-353-2781

Robin Spitzer
Exhibitors/Raffles
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<http://www.newenglandpayrollconference.org/>

Session Descriptions

ADP User Group Panel Discussion: Join ADP representatives and ADP Users for a panel discussion on the latest and greatest ADP has to offer customers, future product developments and helpful techniques for getting past those stumbling blocks. Please bring your ideas and questions for an interactive and informative session!

ADP Representatives and ADP Payroll End Users (Session 4)

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Auditing Your Payroll: Learning your payroll is scheduled for an audit does not usually inspire a warm, fuzzy feeling. In this session you will learn what aspects you should review when determining whether or not your payroll is in compliance. This starts with the basic question, "In compliance with what?" Are external and/or internal auditors reviewing your processes and procedures for compliance with tax and employment laws? Is upper management concerned with verifying compliance for Sarbanes-Oxley purposes? After attending this session you should feel greater confidence when facing an audit.

James Medlock, CPP, Sr. Director of Education & Training, APA (Sessions 1 & 3)

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Ceridian User Group Panel Discussion: Join Ceridian representatives and Ceridian Users for a panel discussion on the latest and greatest Ceridian has to offer customers, future product developments and helpful techniques for getting past those stumbling blocks. Please bring your ideas and questions for an interactive and informative session!

Ceridian Representatives and Ceridian Payroll End Users (Session 4)

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Immigration Basics for Payroll Professionals: This workshop will provide the foundation upon which to pay immigrants starting with the basics describing various legal immigration categories and the supporting documentation of foreign national employees and payees. A second very basic concept is determining what services constitute "work" and then what documents are needed to support the authorization to do this "work." Finally you will learn how to determine whether a foreign national should be taxed like a U.S. citizen or under different rules with different withholding certificate rules. This is a must know for employers of immigrants.

Paula N. Singer, Esq., Windstar Technologies, Inc. (Session 1)

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Key IRS Messages for the Payroll Professional: This update will cover the latest employment tax news and developments from the IRS. Of special help will be information on available IRS resources.

Wendy Campbell, Senior Stakeholder Liaison, Internal Revenue Service (Sessions 3 & 4)

Session Descriptions

Mastering COBRA: The goal of these sessions is to learn to correctly administer COBRA timelines, healthcare COBRA tax credits, third party premium payers, domestic partner coverage, and other COBRA provisions. While the rules are fairly straightforward, the nitpicky regulations require all the T's to be crossed and the I's to be dotted. So...Attend these sessions and walk out with all the COBRA knowledge and material you need to successfully handle your COBRA responsibilities.

Matt Isbell, President, COBRA Resources Double Session (Sessions 1 & 2)

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Nonqualified Deferred Compensation Plans: A promise this year to provide a benefit in a future year may be considered by the IRS to be nonqualified deferred compensation! If so, it is subject to Section 409A of the Internal Revenue Code which was created to ensure that these deferrals are truly set aside for future receipt by the employee and that the eventual income is ultimately reported and taxed. Included in this session will be a discussion of the new reporting requirements as well as those that existed long before Section 409A was created.

Scott Mezistrano, CPP, Sr. Manager of Government Relations, APA (Sessions 2 & 3)

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Payroll Certification – CPP & FPC: This session will guide payroll professionals interested in the Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) exams. There will be helpful hints, information on format & content of the exams, and guidance on which exam is right for you. Whether you are recertifying, have many years of experience, or are a newcomer to payroll – this session is for you!

Gail Ryan, Associate Manager, GlobeOp Fininacial Services, LLC (Session 4)

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Payroll Fraud Update: Although as professionals we would like to deny it, payroll fraud does exist. In this session you will learn about occurrences, how to detect fraud, and more importantly how to prevent it including available resources.

John H Crawford, Jr., Director - Litigation & Fraud Investigation, BDO Seidman, LLP (Sessions 1 & 2)

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Using Metrics: Metrics have a variety of functions within payroll. This session will acquaint you with ways in which they can be used within your organization to measure performance, identify inefficiencies, define baselines, provide a basis for benchmarking, and meaningful reporting. Leave this session knowing how to identify Key Performance Indicators (KPIs) and use them in a meaningful way to let the numbers do the talking to management. Those numbers will speak louder than words.

J.W. Fiocchi, CPP, National Speakers Bureau, APA (Sessions 2 & 3)