

# NAVIGATING THE PAYROLL



## JOIN US FOR OUR 2ND ANNUAL TOTAL EMPLOYEE ASSET MANAGEMENT EVENT

FRIDAY, NOVEMBER 10, 2017

6.25 RCHs\*, 6.25 PDCs\*, 6.25 HRCIs\* (\*pending approval)  
Continuing Professional Education Credits (CPEs):

### Payroll Path

Taxes = 4.75  
Business Law = 1.5

### HR Path

Communications = 1.75  
Social Environment of Business = 1.5  
Business Law = 3.0

The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit. For more information about certification or recertification, please visit the HR Certification Institute homepage at [www.hrci.org](http://www.hrci.org).



Sponsor Identification # 138037

Paytime, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have the final authority on the acceptance of individual courses for CPE credit.

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For more information about Certification or Recertification visit the American Payroll Association at:

[www.americanpayroll.org/certification](http://www.americanpayroll.org/certification)



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## The Venue



800 East Park Drive v Harrisburg, PA 17111

## Date & Time

Friday, November 10, 2017

7:00 am—4:00 pm

## PROGRAM DESCRIPTION

The Event will have 2 “courses” an attendee can “navigate.” One course will be Human Resource focused and the other will be Payroll focused (using the American Payroll Association Year-End Curriculum). We are pleased to once again have Larry White, CPP, Director of Payroll Training, American Payroll Association, presenting the Payroll Course.

## COST

### PAYROLL COURSE:

**\$425** - Registration Fee

**\$350** - Susquehanna Valley APA Chapter Member Rate - (When registering, please use your Chapter Member ID as the Discount Code).\*

**\$395** - APA Chapter Member Rate (Any Chapter other than the Susquehanna Valley Chapter)

(When Registering, please use the event code “APAM”).

*\*For Susquehanna Valley APA Chapter Member Corporate Memberships, please contact Angie at [aniswonger@paytimepayroll.com](mailto:aniswonger@paytimepayroll.com) to register for the event. Corporate Member rates will be: \$350 (Payroll) \$150 (HR) for the first 4 registrants and \$385 (Payroll) \$175 (HR) for each additional registrant.*

### HUMAN RESOURCE COURSE

**\$200**

Human Resource Path Early Bird Discount—Register for the HR path by September 30, 2017 and receive the discounted price of \$150. Please use the Access Code:

**HREARLYBIRD**

# The Agenda

TIME	EVENT	ROOM	NOTE
7A-8A	Registration		
	Breakfast Buffet	Vendor Hall	All Attendees
8A-9:45A 1.75 CREDITS	Sergeant Ryan J. Guinn & Officer Joseph Rosado, PDTA Advanced Training Unit II Baltimore City Police Department <b>Know Where Your Life Vests Are: Prepare Your Employees To Respond Safely In An Active Shooter Event</b>		
8A-9:45A 1.75 CREDITS	Larry White, CPP, National Speaker, American Payroll Association <b>Ride The Payroll Wave: American Payroll Association's Annual Seminar: Preparing For Year-End &amp; 2018</b>		
9:45A-10A	Break		
10A-11:30A 1.5 CREDITS	Gary D. Harshbarger, CPCU, ASLI, ARM, API, AINS, CRM, Senior Vice President Neel Horst, CSP, ARM, Risk Control Consultant Rick Price, Claims Management Consultant Gunn-Mowery, LLC <b>Telecommuters: Protect Your Bow &amp; Your Stern - Make Sure Your Workers' Compensation Policy &amp; Procedures Are Solid</b>		
10A-11:30A 1.5 CREDITS	Larry White, CPP, National Speaker, American Payroll Association <b>Ride The Payroll Wave: American Payroll Association's Annual Seminar: Preparing For Year-End &amp; 2018</b>		
11:30A-12:30P	Lunch	Vendor Hall	All Attendees
12:30P-2P 1.5 CREDITS	Louie Marven, Executive Director Lindsey Lughes, Youth Programs Director LGBT Center of Central PA <b>If We All Steer Together, We Get There Faster: LGBT Inclusion &amp; Diversity In The Workplace</b>		
12:30P-2P 1.5 CREDITS	Larry White, CPP, National Speaker, American Payroll Association <b>Ride The Payroll Wave: American Payroll Association's Annual Seminar: Preparing For Year-End &amp; 2018</b>		
2P-2:30P	Brain Break & Door Prizes	Vendor Hall	All Attendees
2:30P-4P 1.5 CREDITS	Solomon Z. Krevsky, Esq. Clark & Krevsky, LLC <b>The Family Medical Leave Act (FMLA): Plug The Holes In Your Policies &amp; Procedures</b>		
2:30P-4P 1.5 CREDITS	Larry White, CPP, National Speaker, American Payroll Association <b>Ride The Payroll Wave: American Payroll Association's Annual Seminar: Preparing For Year-End &amp; 2018</b>		
4:00 PM	Thank you for coming!		

# THE BIG PICTURE

Larry White,  
CPP,  
American  
Payroll  
Association  
National  
Speaker

12:30 -2:00 pm  
American  
Payroll  
Association:  
"Preparing For  
Year-End and  
Looking  
Forward to 2018"

2:30-4 pm  
"The Family  
Medical Leave Act  
(FMLA): Plug The  
Holes In Your  
Policies And  
Procedures"

8:00-9:45 am  
"Know Where Your  
Life Vests Are:  
Prepare Your  
Employees To  
Respond Safely In  
An Active Shooter  
Event"

8:00 - 9:45 am  
American  
Payroll  
Association:  
"Preparing For  
Year-End and  
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2:30-4:00 pm  
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12:30 pm -2:00 pm  
"If We All Steer  
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"Preparing For  
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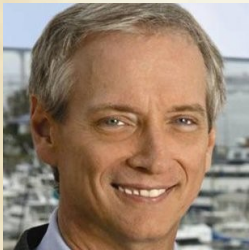
10:00-11:30 am  
"Telecommuters:  
Protect Your Bow  
And Your Stern -  
Make Sure Your  
Workers'  
Compensation  
Policy &  
Procedures are  
Solid."

LUNCH  
11:30 am - 12:30 pm  
(VENDOR HALL)

BRAIN BREAK  
2:00 PM - 2:30 PM  
(VENDOR HALL)

## RIDE THE PAYROLL WAVE:

American Payroll Association's Annual Seminar:  
Preparing For Year-End & 2018 (PAYROLL)



Larry M. White, CPP, Director of Payroll Training, American Payroll Association

Larry White is a Director of Payroll Training for the American Payroll Association. His responsibilities include the presentation, development, and review of APA training courses.

Involved in the payroll industry for over 35 years as a practitioner, manager, director and trainer, Larry has experience in the manufacturing and transportation industries, and has also been a self-employed small business owner. He has been a member of the American Payroll Association since 1989 and has served several terms as President of the APA's Northeastern Oklahoma Chapter, of which he is a founding member. In 2001, he was named Oklahoma Payroll Professional of the Year.

On the national level, Larry is a contributing writer to PAYTECH and a member of the ACH Committee. He is a former member of the APA President's Board of Advisors and the Certification Board, and he served for seven years as an instructor for the Payroll Professional Learning Series at Tulsa Community College. He received APA's Meritorious Service Award in 1998 and was named APA's "Payroll Man of the Year" in 2005.

Larry creates a weekly comic strip for a local newspaper, and his cartoons appear in the APA's Guide to Successful Direct Deposit. He holds a degree in Communications from the University of Tulsa.

\*\*THE 2017 COURSE OUTLINE IS NOT AVAILABLE YET. IT WILL BE SIMILAR TO THE 2016 COURSE OUTLINE\*\*



## Preparing for Year-End and 2018

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### **Program Overview:**

This course will address the complex compliance issues of year-end, including the latest changes in legislation and regulations that affect the close of 2017 and the beginning of 2018.


### **Learning Objectives:**

- Apply the best practices for year-end processing
- Determine what benefits are taxable and how to apply them to W-2 forms
- Identify what states may be FUTA credit reduction in 2017
- Understand the latest that Congress has in store for payroll processing

### **Who Should Attend:**

Payroll, human resources, systems, accounting, and finance professionals responsible for payroll operations and involved in year-end processing.

\*\*Please note that the 2017 Course Outline is not available yet. It will be similar to the 2016 course outline. If you would like to receive a copy of the course outline once it becomes available, please contact Angie at [aniswonger@paytimepayroll.com](mailto:aniswonger@paytimepayroll.com).\*\*





HUMAN RESOURCES

# KNOW WHERE YOUR LIFE VESTS ARE: PREPARE YOUR EMPLOYEES TO RESPOND SAFELY IN AN ACTIVE SHOOTER EVENT

Sergeant Ryan J. Guinn



**Presenters: Sergeant Ryan J. Guinn & Officer Joseph Rosado, Professional Development and Training Academy (PDTA), Advanced Training Unit II, Baltimore City Police Department. The Professional Development and Training Academy is responsible for entry level police certification and continued professional developmental training of all departmental and allied agency personnel ensuring completion of mandated training requirements.**

Officer Joseph Rosado



### Location of Incident

- Business (45.6%)
- School Property (24.4%)
- Open Space (9.4%)
- Government Property (non-military) (6.9%)
- Residence (4.4%)
- House of Worship (3.8%)
- Military Property (3.1%)
- Health-care Facility (2.5%)

Last year, the Federal Bureau of Investigation (FBI) released a [statistical informational update](#) regarding Active Shooters. From 2000-2013, there were 160 Active Shooter Incidents. To the left is the breakdown of the location of those incidents:

As Employers, you prepare for other contingencies in the workplace. Disaster recovery, fires, injuries in the workplace, etc. While unfortunate, and it may never happen, you should also prepare for Active Shooters.

In 2014, there were 4 incidents with 45 casualties  
In 2015, there were 7 incidents with 89 casualties  
AT LEAST 66.9% of all incidents ended BEFORE the police arrived

In the 67 incidents that the duration was known:  
44 ended in 5 minutes or less  
23 in 2 minutes or less

### **THIS SESSION WILL DISCUSS:**

- ✦ What should you do in the first few seconds you must respond?
- ✦ What should you NOT do in the first few seconds you must respond?
- ✦ Can you predict a potential Active Shooter?
- ✦ Is your response different if the Active Shooter is not in your building, but in the building near yours?
- ✦ What will the Law Enforcement response look like? What words or phrases will they use and what do they mean? How can you help them do their job?
- ✦ What should you do in your Business? Drills, Policies, Procedures, etc.

**PROGRAM LEVEL:** Basic

**PREREQUISITES:** None. This Course is important for everyone to attend.



**TELECOMMUTERS: PROTECT YOUR BOW & YOUR STERN -  
MAKE SURE YOUR WORKERS' COMPENSATION POLICY & PROCEDURES ARE SOLID**

**Presenters:** Gary D. Harshbarger, CPCU, ASLI, ARM, API, AINS, CRM, Senior Vice President  
Neel Horst, CSP, ARM, Risk Control Consultant  
Rick Price, Claims Management Consultant  
Gunn-Mowery, LLC



**Gary D. Harshbarger, CPCU, ASLI, ARM, API, AINS, CRM, Senior Vice President**



Gary graduated from Penn State University with a Bachelor's degree in Insurance. With the exception of a 22-month tour of duty with the US Army (including 12 months in the Republic of Viet Nam), he has been employed with the Insurance industry since 1970. Gary started his career with Aetna as a Commercial Insurance Representative and he became an Independent Agent in 1980. In 1992, Gary joined Gunn-Mowery, LLC and is currently a Senior Vice President. For the past 24 years at Gunn-Mowery, Gary has managed the Personal Lines Department, as well as the Personal Lines Service Center and Commercial Lines Service

Center. This year, Gary has passed on his management role and is now focusing on enhancing our Cyber Insurance presence, as well as our new Workers Compensation division, RightComp. Gary is extremely passionate about education and he doesn't just talk the talk, he walks the walk. He has received designations of CPCU (Chartered Property & Casualty Underwriter), ASLI (Associate in Surplus Lines), Associate in Insurance, ARM (Associate in Risk Management, including Cyber Risk Management), API (Associate in Personal Insurance), AINS (Associate in General Insurance) and CRM (Certified Risk Manager) all from the American Institute of Chartered Property & Casualty Underwriters. Since Gary has passed on some of his managerial duties, he has increased his time spent teaching classes to the employees at Gunn-Mowery who are studying for their designations. Gary has also been an active member of Le Tip of the West Shore for the past 23 years.

**Neel Horst, CSP, ARM, Risk Control Consultant**



Neel has over 30 years of experience in the safety and risk management field. He worked several years with a Fortune 500 chemical company in Loss Control before beginning his insurance career with Travelers, PMA and EBI/Royal and Wells Fargo Insurance companies. Neel joined the Gunn-Mowery team in 2013 where he assists with the identification and control exposes to loss and the development of risk management and safety programs for companies. He is also the chair of our Upside of Safety committee, which promotes risk management practices throughout our office locations. Neel holds a Bachelor's degree in Safety

Science, as well as a Masters in Safety Management, both from Indiana University of PA. He is a Certified Safety Professional (CSP), an Associate in Risk Management (ARM) and a Pennsylvania Licensed Property and Casualty Producer. Neel has been a speaker at many conferences and seminars, including the Governor's Occupational Safety and Health Conference in 2016.





**TELECOMMUTERS: PROTECT YOUR BOW & YOUR STERN**  
**- MAKE SURE YOUR WORKERS' COMPENSATION POLICY & PROCEDURES ARE SOLID**  
**(CONTINUED)**



**Rick Price, Claims Management Consultant**

Rick's primary role at Gunn-Mowery is to provide dedicated claims advocacy and guidance to our commercial clients. This includes oversight of all insurance carriers to ensure the proper investigation, handling and timely resolution of claims issues. At Gunn-Mowery, Rick is also involved in our Upside of Giving committee, which volunteers at numerous organizations throughout the year. Rick's insurance career started in 1986 with Liberty Mutual as a claims adjuster.

He continued as a claims supervisor and manager with Royal Sun Alliance and Nationwide. In 2006, he transitioned to the "agency side" of insurance and has been with Gunn-Mowery as a claims consultant since the acquisition of the Camp Hill Wells Fargo branch in 2013. Rick received his Bachelor's in Business Administration and Management from Elizabethtown College.

According to the [Bureau of Labor Statistics \(BLS\)](#), "On the days they worked in 2015, 24 percent of employed people did some or all of their work at home."

BLS studies also report that, in the private industry, approximately 2.9 million nonfatal workplace injuries and illnesses were reported. This breaks out to a rate of 3 cases per 100 Full-Time Equivalents (FTEs). Regardless of WHERE the Employee is working, Companies should ensure they are safe from hazards of any kind.

How can you ensure an Employee's safety and your Company data when Staff are working away from the worksite? What are your obligations?

**THIS SESSION WILL DISCUSS:**

- ✦ One word: Cybersecurity.
- ✦ How do you define "workspace"?
- ✦ Do you need more than Workers' Compensation Insurance to "cover" a telecommuter?
- ✦ Why should you consider who owns the equipment and furniture?
- ✦ What is the conversation the telecommuter should have with their homeowners or rental policy-holder?

**PROGRAM LEVEL:** Basic

**PREREQUISITES:** None. This Course is important for everyone involved in human capital management to attend.



## IF WE ALL STEER TOGETHER, WE GET THERE FASTER: LGBT INCLUSION & DIVERSITY IN THE WORKPLACE



### Presenters:

**Louie Marven, Executive Director**  
**Lindsey Lughes, Youth Programs Director**  
LGBT Center of Central PA



The Lesbian Gay Bisexual Transgender (LGBT) Center of Central PA is a volunteer-led effort to create a regionally representative community center that is both a location and a unifying point for central Pennsylvania's large, diverse, and multi-county LGBT population.

The mission of the LGBT Center of Central PA is to create common ground for the LGBT community and allies in central Pennsylvania by providing services through educational, cultural, and community activities that foster wholeness. We seek to:

- Create a safe, welcoming, and inclusive environment
- Provide and support comprehensive programs throughout the community
- Embrace diversity, health, and wellness

By 2020, Generation Y (Millennials) are expected to comprise 50% of the Workforce. Generation Z (birth year 1996-2010) are close behind. A recent Randstad Study surveyed members of the Generation Y and Z demographic regarding the workplace diversity they value. Of those surveyed, 69% of both Generation Y and Z'ers answered "LGBT friendly". To stay competitive in the Employee recruiting and retention arena, businesses should ensure they are providing a workspace where available Employees want to work and contribute.

A [White House Fact Sheet](#) reports: According to an analysis of 36 research studies by the Williams Institute at the UCLA School of Law, "LGBT-supportive policies and workplace climates are linked to greater job commitment, improved workplace relationships, increased job satisfaction, and improved health outcomes among LGBT employees."

### THIS SESSION WILL DISCUSS:

- ✦ A Brief Overview of the legal requirements for Businesses.
- ✦ Myths.
- ✦ What you should never do.
- ✦ What does the LGBT Community Need and Want in an inclusive workplace?
- ✦ Why should you have policies and statements that support inclusion and diversity?
- ✦ Where do you start?
- ✦ Best Practices for implementing policies, procedures and guidelines for developing inclusion and diversity practices.

**PROGRAM LEVEL:** Basic

**PREREQUISITES:** None. This Course is important for everyone to attend.

# THE FAMILY MEDICAL LEAVE ACT (FMLA): PLUG THE HOLES IN YOUR POLICIES & PROCEDURES

**Presenter:** Solomon Z. Krevsky, Esq. [Clark & Krevsky, LLC](#)

REGULATIONS



Mr. Krevsky is a founding partner of Clark & Krevsky, L.L.C., a firm that concentrates its practice on employment law and litigation. Mr. Krevsky is a frequent lecturer for the Pennsylvania Bar Institute, and focuses his practice on representing non-union employees. Mr. Krevsky has developed extensive experience handling complex litigation arising from workplace disputes, including racial and sexual harassment and discrimination, unlawful retaliation, and other claims under Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act; the Age Discrimination in Employment Act, and the Family and Medical Leave Act. Mr. Krevsky is a member and former officer of the Employment Rights Section of the Association of Trial Lawyers of America, and a member of the National Employment Lawyers Association. Mr. Krevsky is a member of the Pennsylvania Bar Association as well as the Dauphin and York County Bar Associations. He has authored several articles for the Employment Rights Section of the Association of Trial Lawyers of America and has lectured throughout Pennsylvania on topics in employment law. Mr. Krevsky received his J.D. from the University of New Hampshire School of Law, Concord, New Hampshire, and his B.A. from Muhlenberg College, Allentown, Pa. Mr. Krevsky is admitted to practice before the United States Supreme Court, the Pennsylvania Supreme Court, the Third Circuit Court of Appeals, and the United States District Court for the Middle, Eastern, and Western Districts of Pennsylvania. Mr. Krevsky has also served as an adjunct professor of employment law at Villanova University, and is a frequent guest lecturer at Dickinson College.



The United States Department of Labor (USDOL) maintains statistical data regarding investigations they have

FMLA Enforcement Statistics: Status of Compliance Action	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
No Violation Cases	949	890	809	747	647
Employer Not Covered	33	29	26	23	27
Employee Not Eligible	127	107	99	95	77
Complaint Not Valid	693	660	612	531	476
Other	96	94	72	98	67
Cases With Violations	774	744	693	672	599
Number Of Employees Affected	780	811	789	818	730
Amount Of Back Wages	\$2,014,564	\$1,642,793	\$2,120,300	\$1,960,257	\$1,801,162

conducted. A summary of those investigations from 2012-2016:

## THIS SESSION WILL DISCUSS:

- What steps in the FMLA process could you be handling incorrectly that are putting your Employer, and you PERSONALLY, at risk?
- Military FMLA, a separate concern - make sure you know the differences.
- What are some of the major complaints that bring litigation?
- How much could a lawsuit cost your Business - the true "Economic Loss"?

Mr. Krevsky will provide attendees with real-life personal case examples (don't worry - the identities will be protected). We promise you, this lecture-type Session will be eye-opening!

**PROGRAM LEVEL:** Intermediate

**PREREQUISITES:** Attendees should have a foundational understanding of the Family Medical Leave Act (FMLA).

## VENDOR / SPONSOR INFORMATION

If you are interested in becoming a vendor or sponsor, please contact Angela Niswonger at [aniswonger@paytimepayroll.com](mailto:aniswonger@paytimepayroll.com) or 717-610-0663 for a Vendor / Sponsor Prospectus.

## HOTEL INFORMATION

The Best Western Premier will be offering a block of rooms at a discounted rate of \$94.95 for the night prior to the event. Please reserve your room by October 9, 2017.\*

To reserve your room, please contact:

Best Western Premier, The Central Hotel & Conference Center  
800 East Park Drive  
Harrisburg, PA 17111  
(717) 561-2800

\*You will need to mention that you are with the Paytime Year-End Event

### DRESS CODE: CASUAL

Anything goes in this case, including jeans and sneakers, and this dress code usually means you'll be uncomfortable in anything too dressy.

**Foolproof Outfit:** Jeans and sneakers for men & women.

THE 2ND ANNUAL TOTAL EMPLOYEE ASSET MANAGEMENT EVENT IS BROUGHT  
TO YOU BY:

# Paytime™

5053 Ritter Road, Suite 100 ♦ Mechanicsburg, PA 17055  
800.298.6431 ♦ 717.458.0021 ♦ [www.paytimepayroll.com](http://www.paytimepayroll.com)

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