HumanResourceWebinars.com Event Catalog

Current as of 11/13/2018

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IRS Rules For Travel Pay

Date: 11/14/2018 | Time: 3:15 - 4:45pm Eastern **SKU: 1026542**

Available Versions: Live | On Demand | CD

The rules governing travel pay vary based on a number of factors, including whether workers are traveling on assignment, driving company vehicles or their own cars, etc.

And some of these factors, such as "commuting time", "waiting time", or "on-call time" are additionally governed by FLSA rules - and oft times are rife with employee fraud. It's enough to drive even experienced payroll managers bonkers!

Objectives:

This audio conference covers the IRS rules regarding what is considered travel versus commute and what is an allowable expense versus taxable wages.

By attending this training session, you and/or your team will learn:

- What is considered bona fide travel by the IRS
- The IRS rules for transportation expenses: mileage, car rental, airfare, hotel, meals, and entertainment
- Which employees are entitled to travel time pay
- How and when to compensate an employee for travel time away from a work site
- How to communicate the rate of pay and the requirements of travel
- The travel tracking necessary to compensate the employee properly
- What are the accountable plan rules as they pertain to travel expenses? How quickly must receipts be provided by an employee? How often do expense reports needs to be submitted?
- What is considered a wage or a taxable commute benefit?
- The IRS guidelines regarding commute costs
- "Breaks in service" allowing travel expenses to avoid reclassification as wages?
- The concepts of "co-locating" and "tax turtles" also will be addressed
- The "One-Year" rule: Is there such a thing as breaking residency and restarting the reimbursement clock?
- Typical problems that arise with travel and other FLSA issues, such as meals during travel

About The Presenter:

Cara Y. Crotty is a Partner with Constangy, Brooks &Smith, LLP. Cara's practice areas include affirmative action and employment litigation. Her practice includes advising clients on all aspects of affirmative action compliance, plan development, and preparing for and representing contractors during compliance reviews.

Her clients include large national corporations as well as small one-establishment contractors. She has been Chair of the firm's Affirmative Action Practice Area since 2003.

Credits:

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Multi-State Payroll Tax Compliance

Date: 11/15/2018 | Time: 1:00 - 2:30pm Eastern **SKU: 1026503**

Available Versions: Live | On Demand | CD

Many states have become aggressive when enforcing their non-resident state income tax withholding rules, and state payroll tax auditors are now questioning whether or not you have workers "performing services" in their state.

The definition of "performing services" also differs for each state, and compliance with each state's rules - and even knowing what they are - is difficult. For instance:

- What do you do when you have an employee with a residence address different from their work address?
- What are the requirements when you decide to hold your annual training in a state that has a state income tax withholding - and no threshold or minimum days required before withholding is expected
- What do you do when you have workers who work in several different states?

This audio conference will help you to know the taxation and reporting requirements for all states where your organization has employees working - or in some cases - living.

Objectives:

By attending, you will learn:
- How to determine "resident" and "non-resident" status - and how they affect the taxation process
- What are the state income tax withholding rules for workers who live in one state and perform services in another
- what nexus and domiciled means - and how it affects tax
- Where is the employee subject to state unemployment insurance
- How reciprocal agreements affect taxation of wages
- The four factor test for state unemployment insurance
- Which states require the use of their own Withholding Allowance Certificate, which states allow either theirs or the Form W-4, and which states don't have a form
- How the 4 part test works - and how all states are supposed to implement this test
- What is done in practice when a worker travels to multiple locations - Are multiple W2's issued? Are employees provided with personal tax assistance? What about tax equalization on a state to state basis?

- What does your payroll system allow or what is your functionality around multistate workers

Bonus

For increased knowledge and understanding, three case studies are included and explained.

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Dress Code Policy Do's and Don'ts

Date: 12/3/2018 | Time: 1:00 - 2:30pm Eastern **SKU: 1026488**

Available Versions: Live | On Demand | CD

Lawsuits relating to dress codes and appearance policies are on the rise. But what is permissible to include in your dress code policy - and what is not?

From flip-flops to eyebrow piercings, military fatigues to tube tops, shorty shorts to arm-length tattoos, striking the proper balance between requiring appropriate dress among your employees and respecting their rights at the same time can be tricky, especially when dealing with sensitive issues such as religious expression or speaking with younger employees who may never have worn "business clothes" and come to work daily in hoodies or T-shirts that contain potentially offensive wording on them.

So what is an employer to do, especially knowing that major mistakes in a dress code policy can cause not only dissention in the workforce, but can end up leading to huge liability for your organization?

Objectives:

This informative training session will help ensure that your dress code policy will have all the essentials it requires to ensure legal compliance at your organization.

Some of the many legal issues that will be addressed during this webinar include:

- What to include in a Dress Code Policy
- Key steps to avoid discrimination claims based on your Dress Code Policy
- Best practices for dealing with employees' piercing and tatoos
- Tips – and pitfalls to avoid - when dealing with religious clothing items
- Religious Accommodation under Title VII: understanding your compliance obligations when drafting a Dress Code Policy
- Tactics for dealing with employees who fail to comply with your Dress Code Policy
- Do's and don'ts of drafting a policy that will keep your organization out of court

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How To Do A Payroll Audit - Former Auditor's Expert Advice

Date: 12/5/2018 | Time: 3:15 - 4:45pm Eastern **SKU: 1026535**

Available Versions: Live | On Demand | CD

Payroll tax audits are increasing at both the state and federal levels. Unfortunately, many employers are simply unprepared for an audit.

Get ahead of potential trouble with this training session from Mark Schwartz, a former payroll tax auditor who will give you a proactive review of how your payroll department can catch some potential mistakes - and save your organization from fines or penalties!

This training session will teach you where to start, what to look for, common mistakes, and what you should do once you find a mistake!

Objectives:

In this webinar, Mark will help you evaluate and adjust you payroll operations to minimize exposure in an audit. Among other things, you will learn:

- The IRS' directives to auditors on what to focus on during payroll audits
- How the IRS determines issues for your company
- How to conduct yourself if you are audited
- Responsible parties
- Common areas that you can fix in advance where mistakes or issues are normally found during an audit
- How an independent internal review can help you detect internal control issues
- How to identify any areas of concern prior to an external audit or an audit by another group within your company
- Where to go to for assistance so you are not re-creating the wheel
- How to devise a game plan for what you want to review, and how to divide and conquer

...and as always, this session will be interactive, so we'll be able to answer your questions on this topic throughout the presentation!

About The Presenter:

Cara Y. Crotty is a Partner with Constangy, Brooks &Smith, LLP. Cara's practice areas include affirmative action and employment litigation. Her practice includes advising clients on all aspects of affirmative action compliance, plan development, and preparing for and representing contractors during compliance reviews.

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Transitioning To Management: How To Succeed As A New Supervisor

Date: 12/6/2018 | Time: 1:00 - 2:00 pm EST **SKU: 1028772**

Available Versions: Live | On Demand | CD

Is it time to step up to management? Whether you are a newly promoted manager or if you are starting to focus on preparing to move up to this kind of role, you need to learn about the unique challenges of transitioning to management and find out the keys to succeeding as a new supervisor.

It's not unusual for people to move into supervisory roles without realizing just what they are getting into – including how the job is different from what they've done in the past as well as the good, the bad and the ugly about what it means to be in charge.

Attend this informative audio conference and find out how (and why!) you can expect things to change when you step up into a supervisory role, and what you should do to prepare for success.

Objectives:

In this session, you'll learn the common components of every management position, the inherent challenges faced by newer supervisors, the many roles and task that supervisors must fulfill, and the traits and characteristics that a person needs in order to succeed in a managerial role. Key topics include:

- 4 necessary functions of management

•3 key categories of managerial skills: technical, human, and conceptual

•How to overcome the unique challenges of transitioning from peer to supervisor

•Key roles and tasks managers must fulfill

•The rewards and drawbacks of being a supervisor (aka, the good, the bad, and the ugly)

•Characteristics of effective managers

•Practical tips for supervisory success

How To Be A Coach And Not Just The Boss

Date: 12/6/2018 | Time: 3:00 - 4:30 pm EST **SKU: 1028765**

Available Versions: Live | On Demand | CD

If you want to be a great manager, it's important that your employees don't just see you as a boss.

While it's true that you are their boss, you'll be more effective if they also see you as a leader. And for that to happen, they need to see you as a coach – not just any coach, but their coach, and as someone who is committed to helping them be their best selves at work while also looking out for the best interests of the overall team.

And, of course, the only way your team members will see you as a coach is if you function as one. Attend this informative audio conference and learn how to be a coach to your employees while also being their boss.

Objectives:

Get practical, concrete strategies you can apply to developing an appropriate coach-employee relationship with those you are tasked with leading. Key topics include:

- Identifying key differences between the 'boss' mindset and that of a coach
- Do's and don'ts of coaching-focused communication and workplace relationship building
- Boss-like behaviors (to avoid!) that create barriers to coaching effectiveness
- How to provide performance feedback like a boss - and a coach!
- Demonstrating commitment to helping employees grow and develop to achieve their potential
- Growing as an effective leader through developing coaching skills

Preparing For Year End In Payroll

Date: 12/6/2018 | Time: 1:00 - 2:30pm Eastern **SKU: 1026510**

Available Versions: Live | On Demand | CD

Dreaded year-end is approaching; the busiest time for the Payroll Department!

Now is the time to start planning and getting yourself organized so that the entire process will be smooth and stress free, and this training session will help!

Objectives:

During this session we will discuss the year end process from start to finish, including:

- What information should you start gathering now
- The reconciliations you can do prior to year end
- The common items forgotten prior to W-2 issuance
- Tips to better manage your time once W-2 processing has started
- How to use a year-end checklist to determine that all processes have been performed

We'll also cover typical year end questions from employees - and how to head the common ones off at the pass to save time for your staff and yourself.

Credits:

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How To Get Good Results From Bad Behavior

Date: 12/12/2018 | Time: 2:30 pm - 3:30pm EST **SKU: 1028763**

Available Versions: Live | On Demand | CD

Dealing with employees who exhibit bad behavior in the workplace can be frustrating and time-consuming, but it's a problem that exists in many organizations.

Attend this informative audio conference and learn key strategies for getting good results from bad behavior. You will learn best practices for identifying the underlying causes of bad behaviors in the workplace, tips for recognizing dysfunctional communications and behaviors between managers and employees that perpetuate problem behaviors, and the various factors that lead to behavioral problems in the workplace.

Bottom line, you'll learn practical strategies for turning them around for positive results. This includes how to bring about positive changes that will allow you to spend less time dealing with excuses, whining, constant complaining, and the negative impact problem behaviors can have on the workplace as a whole.

Of course, another important aspect of this topic lies with recognizing when improvement isn't likely to occur. As such, you will learn tips for recognizing when a person's bad behavior is problem may be one that isn't going to be resolved so you can make informed decisions in the best overall interest of your organization.

Objectives:

- How to recognize ineffective communication patterns between management and employees that perpetuate problem behaviors
- Understanding the importance of consistency and follow-through regarding consequences for inappropriate behavior to help prevent ongoing problems
- Strategies for determining underlying causes of negative employee behaviors
- Practical tips and advice for communicating effectively with employees who exhibit behavior problems, focused on the end goal of improving results and performance
- How to focus discussions on performance factors to clarify behavioral and skill expectations for employees
- What you can do to change things for the better when possible, and how to recognize when

positive change isn’t possible

- Guidance regarding difficult decisions that sometimes have to be made when employees continue to exhibit problem workplace behaviors

Credits:

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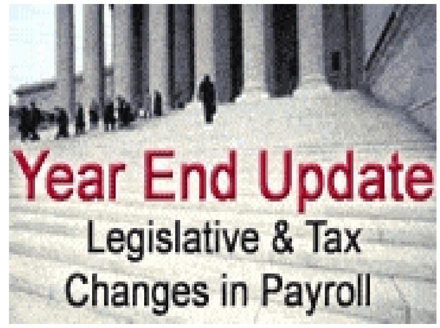
Year End Legislative & Tax Changes In Payroll



Date: 12/13/2018 | Time: 1:00 - 2:30pm Eastern **SKU: 1026512**

Available Versions: Live | On Demand | CD

Payroll tax compliance is a federal and state issue, so you have to be aware of not only the changes made on the federal level, but with the legislative changes that affect payroll in each state you do business in as well.

For instance: Does your state comply with all federal regulations? Do they set their own rules? Where do they differ? Do you have access to a resource that reports changes to employment taxation to insure that you are in compliance with any year end legislation?

Objectives:

During this interactive training session, we will address:

- The legislative changes to employment taxation for the current year at both the federal and state level
- The resources available to payroll professionals to insure that they are kept abreast of any changes to payroll taxation as they occur
- Recent statistics on the status of the unemployment insurance funds by state
- The recent trends in state unemployment insurance, the solvency of the funds, and how FUTA will be affected in coming years

...and as always, this session will be interactive, so we'll be able to answer your questions on this topic throughout the presentation!

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Successful Strategies For Running An 'HR Department Of One'

Date: 12/18/2018 | Time: 1:00 - 2:30pm Eastern **SKU: 1031009**

Available Versions: Live | On Demand | CD

Who leaps buildings in a single bound? Who is doing it all without getting the respect shown to many? The lone person in the one-stop HR department - that's who.

A one-person HR shop is all things to all employees and managers, so they need to know a lot about a lot and they also need to know when to stop and seek advice.

Objectives:

If you run a one-person HR department, this training session will help you develop a plan to prioritize the operational, compliance, and people needs of your business, including:

- How to recognize the most common legal pitfalls that cause legal problems
- What to do if an employee brings you news of harassing or discriminatory behavior
- What to do when an employee has an accident - even if it seems minor
- What to do when an employee is struggling to do their job
- How being "nice" can come back to hurt your own job
- How to recognize when it may be an FMLA request vs. "just being sick"
- How to refer employees to the EAP without making the situation worse
- Maintaining your line of authority
- How to get new employees off to a good start fast
- How to give and get effective feedback
- The 10 things good documentation contains

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Serious Complaint or Employee Drama?

Date: 12/18/2018 | Time: 3:00 - 4:30pm Eastern **SKU: 1031008**

Available Versions: Live | On Demand | CD

Learn How To Stop Handling Employee Issues That HR Doesn't Own

Why is that HR is the place employees go to "vent" about their issues?

The reason is simple: HR tends to have better "people skills" and it's just easier to go to HR and have HR fight all the battles than it is to deal with the conflict directly.

Unfortunately, the sheer number of employee issues that HR deals with on a daily basis is now bordering on the ridiculous, yet if you ask any HR Generalist or Manager today what their #1 frustration is, they'll likely tell you it's dealing with employee issues, many of which supervisors and managers should've owned!

Let's face it: people issues can be messy and often require dealing head-on with conflict, so most people would just rather avoid it altogether.

However, when employees and managers continually avoid the conflicts, and HR gets too involved, what results is an enabling behavior. Over time, word gets around that HR fights all the battles, so employees just keep on coming in to HR and, as a result, HR department productivity decreases, conflicts intensify, and already fragile relationships with supervisors and department heads become even more tenuous.

Objectives:

In this informative audio conference, learn how to sift through all the employee drama to clearly identify legitimate employee relations' issues that need to be investigated - and which ones you should push back on or have your managers and supervisors handled themselves. Additionally, you'll learn strategies for creating boundaries in HR to minimize the flow of employee relations' complaints. Specifically:

- How to determine the difference between employee concerns—and employee complaints
- Understanding the root causes to employee complaints
- Understanding how HR has turned into "The Principal's Office" - and how to change this perception in a professional manner
- The three key words to clearly define the types of employee complaints HR does own
- Introduction to The Bermuda Triangle of employee relations - and how to stay out of it
- How to implement an Employee Relations' Policy to clearly define a process for handling complaints
- Why having an Open Door Policy may not be as effective as you think

- How getting involved in "non-HR" can create the perfect storm for retaliation
- How to build supervisor and employee capability for handling issues on their own
- How to establish boundaries in HR

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The Top 7 Behaviors That Make An HR Manager A Rising Star

Date: 12/19/2018 | Time: 1:00 - 2:30pm Eastern **SKU: 1031012**

Available Versions: Live | On Demand | CD

A lot of individuals who move up the career ladder in HR have come from individual contributor roles: Payroll Administrator, HR Specialist/Generalist, Benefits Administrators, FMLA Coordinators, or Administrative Assistants, to name a few.

These are important roles; however, they are different in scope of responsibilities, level of authority, and level of influence within the organization than those required to be a successful HR manager.

Essentially, in making the career transition to a management position, the core competencies change dramatically, and, without knowing how to shift behavior to perform well in a leadership role, the tendency of the newly-promoted is to continue working the same way. Unfortunately, this is not the correct or most productive way to start your management career.

Yes, moving into leadership can be uncomfortable. When a leader goes to work every day, on top of the box is the boss/business owner and the higher-ups who create "top down" pressure to get things accomplished. From the sides are pressures from peers who also needs things accomplished, but also may have other agendas that don't align with HR's.

Also, "bottom up" pressure is exerted by direct reports who need clear direction, prioritization of their work, coaching, feedback, mentoring, help resolving conflicts, professional development, etc.

As such, working effectively as a manager requires different skills than working as an individual contributor, as your performance is measured on much more than just your own accomplishment of tasks.

Objectives:

In this informative session, you will learn what it takes to work in management from an experienced HR leader with nearly 25 years of experience in successfully running departments and leading others. You'll also learn how to identify the areas in which you need professional development so you can improve your skills right away and get on the road to being a top performer!

Benefits of attending this 90-minute audio conference include:

- Understanding the shift in role from individual contributor to leader of others
- Understanding negative trends in HR that lead to a bad reputation and cause HR to lose credibility in the organization
- How to improve your personal brand image now that you're in management
- How to shift your focus from being a "Task Master" to a "People Leader"
- Understanding the Difference between Managing and Leading
- Learn the 12 Core Competencies for HR Managers and how to demonstrate them
- Learn the 7 Key Ingredients in the Recipe for Employee Motivation and Engagement
- How to become a strategic business partner through building relationships as a trusted adviser and compliance consultant

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How To Provide Effective Corrective Feedback

Date: 1/16/2019 | Time: 1:00 - 2:00 pm EST **SKU: 1028746**

Available Versions: Live | On Demand | CD

Feedback matters in the modern workplace. It is a basic fact that employees need to know how they are doing at work – and they need to hear that information from their managers.

Importantly, supervisors must provide their employees with performance feedback on an ongoing basis – both positive feedback when team members are doing things right and corrective feedback when improvement is needed.

While both types of feedback are important, this session focuses specifically on the how-to aspects of providing corrective feedback. When providing employees with corrective feedback, it's critical to present the information in a manner that is likely to lead to the desired performance results. Otherwise, all you're doing is providing criticism – and that's not likely lead to results (at least not the results you need).

Objectives:

Attend this informative audio conference and learn the do's and don'ts of providing effective corrective feedback.

By attending, you and/or your team will learn a practical framework for communicating corrective feedback in a results-focused manner, and find out how to apply it in your improvement-focused interactions with employees, plus:

- Common feedback mistakes to avoid when providing performance improvement feedback
- Helpful tips and techniques for providing effective corrective feedback
- Corrective feedback step-by-step: 8 steps to follow
- Best practices for meaningful, results-focused performance feedback
- Ways to ensure that feedback is meaningful and can have impact
- Building stronger employee relationships through effective corrective feedback

Making The Most Of LinkedIn For HR Professionals

Date: 1/16/2019 | Time: 3:00 - 4:00pm EST **SKU: 1028749**

Available Versions: Live | On Demand | CD

With hundreds of millions of users throughout the world, it's not surprising that LinkedIn is considered to be the premier online destination for business and professional networking. The site is widely-known in the HR community as a powerful resource for recruitment, but that is just the beginning of how LinkedIn can benefit HR professionals. Offering so much more, LinkedIn is a powerful resource with numerous significant applications for the practice of human resource management.

Attend this informative audio conference and master practical strategies HR professionals can apply to make the most of LinkedIn as a professional resource.

From tips for developing an outstanding HR-focused individual profile to ideas for recruiting (many of which are free!), building your company's brand as an employer of choice, improving employee recognition and engagement, developing a powerful professional network – and more! – this session will provide you with practical ideals you can immediately implement to leverage the power of LinkedIn to boost your image as a leading HR practitioner.

Objectives:

Master best practices for leveraging LinkedIn to raise your profile as an outstanding and influential HR professional. Key topics include:

- Guidelines for HR professionals to establish and manage an effective LinkedIn profile
- Leveraging LinkedIn to build your professional brand as a well-connected expert in your field
- Keys to boosting your organization's employer brand/positioning your firm as an employer of choice via LinkedIn
- Simple (and free!) options for expanding your company's LinkedIn footprint/presence
- Strategies for leveraging LinkedIn to build employee connections, recognition and engagement
- Utilizing LinkedIn Groups to facilitate employee and key stakeholder communication
- Recruitment overview: highlights of free and fee-based LinkedIn recruitment strategies

•Finding the right balance – engaging with LinkedIn enough without spending too much time

What To Do When Applicants Or Employees Have A Criminal History

Date: 1/22/2019 | Time: 1:00pm - 2:30pm EST **SKU: 1034485**

Available Versions: Live | On Demand | CD

What should you do if an applicant or employee has a criminal history?

It happens more and more often: a background check on an applicant comes back with problems, or you find out after the fact that a new employee has a criminal history. What are the legal requirements, and what should you do?

Objectives:

This audio conference focuses on some of the most-common background check challenges many hiring managers face, such as:

- Background comes back with an arrest, but not a conviction
- Does your state prohibit discrimination based on arrest records?
- A current employee tells you he's going to be "out for a while" because he has to do 90 days of jail time for his second DUI
- The employer's "double-edged sword": Keeping the workplace safe by screening out bad hires vs. potentially discriminating against applicants
- Company policies and job descriptions: The keys to applicant screening
- Preemployment background checks: What you need to know to protect yourself from negligent hiring claims
- The FCRA and taking adverse action: How to rescind an offer of employment when a background check comes back with an arrest or a conviction
- How to avoid claims of disparate treatment and disparate impact
- The EEOC's "three-factor test" when considering an applicant with a criminal history
- Understanding how the EEOC views arrests vs. convictions
- Avoiding negligent retention: How to handle a current employee who is now in trouble with the law

Credits:

HRCI Credits

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SHRM Professional Development Credits

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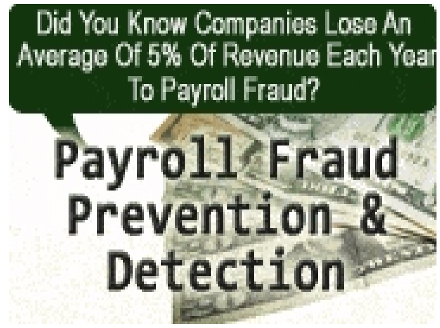
Payroll Fraud: Are Your Employees Ripping You Off?



Date: 1/23/2019 | Time: 3:15pm - 4:45pm EST **SKU: 1034416**

Available Versions: Live | On Demand | CD

According to one study by fraud experts, approximately 15% of all business theft is perpetrated through payroll fraud.

In most companies, it is one of the easiest ways for employees to bite the hand that feeds them. Whether it's paying ghost employees, paying employees multiple or inflated paychecks, paying unauthorized overtime, or granting reimbursements for fraudulent expense requests, there are many ways your own workers can help themselves.

As the saying goes, an ounce of prevention is worth a pound of cure. Through this webinar, you will learn not only the most common ways you are susceptible to fraud, but how to prevent, detect and deter the behavior.

Objectives:

- The ways in which fraud can be perpetrated against your company
- How to conduct internal fraud audits, in order to detect weaknesses in your current payroll and accounting systems
- How to adjust your oversight methods, to catch fraud before it happens
- How to analyze your accounting records in order to detect fraudulent activity
- What to do if you suspect employees of fraud

About The Presenter:

Cara Y. Crotty is a Partner with Constangy, Brooks &Smith, LLP. Cara's practice areas include affirmative action and employment litigation. Her practice includes advising clients on all aspects of affirmative action compliance, plan development, and preparing for and representing contractors during compliance reviews.

Her clients include large national corporations as well as small one-establishment contractors. She has been Chair of the firm's Affirmative Action Practice Area since 2003.

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Ethics Of Safety Leadership

Date: 1/23/2019 | Time: 1:30pm - 3:00pm EST **SKU: 1034468**

Available Versions: Live | On Demand | CD

A safety leader is not based solely on title. Anyone in a position of authority over another has legal responsibilities under OSHA to ensure that individuals persons safety and well-being in the workplace. Every decision made has a moral, legal, and financial component.

This training session will cover each of those areas of responsibility, the basics of workers compensation, and the impact of accidents and how increased costs can affect the overall health and well being of the organization. This is a great way to kick start your organization for the new year and set a new safety culture tone for 2019.

Objectives:

By attending this training session, you and your co-workers will learn:

- Safety leadership concepts where safety should be a core company value not a priority that changes
- OSHA's expectations of every employer to provide a safety and healthy workplace free form "recognized hazards", how to identify those hazards and the hierarchy of controls
- The impact and true cost of accidents, how workers compensation insurance is impacted by injuries and how those injuries affect the overall health of an organization through increased costs and potential loss of good will. This session will review employee behaviors and workplace conditions that contribute to workplace accidents and the detailed investigative techniques to prevent recurrence

Credits:

HRCI Credits

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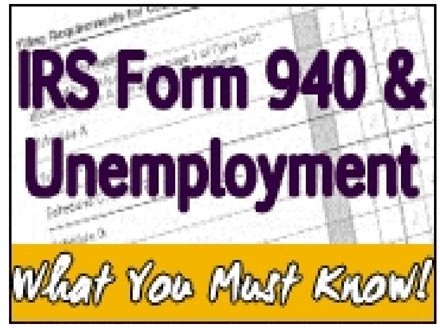
Unemployment Update For Payroll



Date: 1/24/2019 | Time: 1:00 pm - 2:30pm EST **SKU: 1034281**

Available Versions: Live | On Demand | CD

The IRS has made recent updates to the federal Form 940 as well as changes to payroll unemployment taxes.

And though for years the only changes we payroll professionals had to worry about was normal rate changes for state unemployment each year, these changes – and the financial positions of states regarding unemployment benefits – now make audits and compliance a riskier proposition.

But don't fret! This training session reviews the necessary updates, how payroll professionals are affected, and how to stay in compliance.

Objectives:

- Understanding who and what earnings are subject to unemployment taxes
- A review of FUTA tax rate and tax depositing
- Discuss Form 940 changes and common mistakes made
- How FUTA &SUTA interact - and why it is important to understand
- Discussion on the status of the state unemployment system and how it will affect your job in the coming years
- Details of the FUTA Credit Reductions
- What is the SIDES program and what its impact will be
- How to reduce and maintain your SUI rates

Credits:

HRCI Credits

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HR Auditing: Critical Issues For Managing And Ensuring Compliance

Date: 1/24/2019 | Time: 1:00 pm - 2:30pm EST **SKU: 1034399**

Available Versions: Live | On Demand | CD

Numerous external forces and factors have had an impact on the demand for and scope of HR audits.

First, in the global economy, human capital has become for many organizations the single most important determinant of competitiveness, productivity, sustainability, and profitability. Increasingly, the organization's human capital is the source of innovation and a driver of business success.

Second, a confluence of economic, political, and social factors, including corporate scandals, the failure of organizations to adequately assess risks, and increasing stockholder initiatives, have resulted in increased statutory and regulatory requirements, a call for greater transparency, and increased internal and external audit activity.

Third, governmental agencies have become more active — some would argue more aggressive — and have committed more resources to conducting assessments of employment policies and practices. Importantly, the EEOC, the OFCCP, U.S. DOL, and ICE have advised employers that they consider self assessments and audits "best practices."

How effective is your organization's human resource management? Is your human capital helping you achieve organizational objectives? Are your employment practices creating material risks and liabilities? This session discusses the development and use of HR Audits in answering these questions and addressing critical risk management and due diligence issues.

Objectives:

- The critical components of an HR audit
- Economic, political, regulatory, and social factors affecting HR audits
- Best ways to use HR auditing tools
- How to utilize an HR Audit Scorecard
- Current trends in HR Auditing

Credits:

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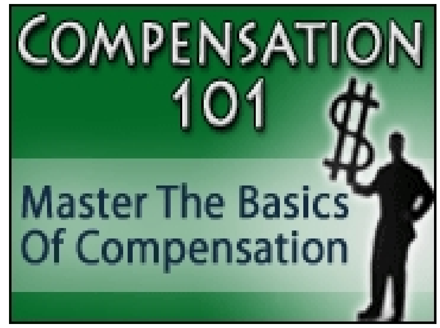
Compensation Basics



Date: 1/24/2019 | Time: 2:30pm - 4:00pm EST **SKU: 1034411**

Available Versions: Live | On Demand | CD

No matter what area of human resources you work in, a general foundation and understanding of compensation is important to have as compensation supports and links to many other programs and functions in HR.

It is no secret that well-structured compensation plays an important role in attracting, retaining, and motivating top talent.

Objectives:

This training session will help you gain a complete understanding of the basics of compensation, including:

- What are the elements of a pay program and common compensation terms
- Compensation philosophy: what should be included
- The various types of direct compensation
- What pay considerations you need to be prepared to address
- The pay budget and what should be included
- How compensation is determined, including the why and how of Job Analysis and Job Documentation
- The types of Job Evaluations - and the advantages and disadvantages of each
- Key considerations in plan selection and implementation
- The process for market pricing and pay structure design
- Regulatory and legal issues in compensation
- Communicating and evaluating compensation programs as well as compensation resources and trends
- The Do and Do Not of Compensation

Credits:

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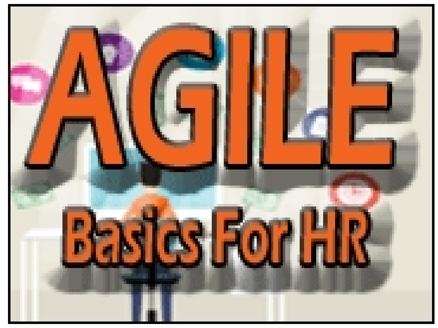
Agile Basics For HR



Date: 1/29/2019 | Time: 1:00 pm - 2:00pm EST **SKU: 1034365**

Available Versions: Live | On Demand | CD

"Agile" is a team-focused approach that emphasizes adaptability and collaboration for solutions that meet organizational and customer needs - all while being responsive to change in real time.

Industry experts have described 2016 as “The Year of Agile HR” because Agile is helping organizations to quickly make strategic changes that deliver results while empowering people throughout the organization.

So...can Agile help your organization? Attend this training session to find out!

Objectives:

- Understanding "Agile": What it is, how it started, and implications for HR
- Building blocks of agility: adaptability and team focus
- The 10 key principles of agility
- Developing an Agile mindset:
  - How to create an environment that creates results (as opposed to managing for results)
  - How to develop a sense-and-respond mindset (as opposed to focusing on predicting and planning)
- Tips for applying Agile to HR functions
- Ways to apply Agile to HR strategies
- Best practices for mastering the Agile approach

Credits:

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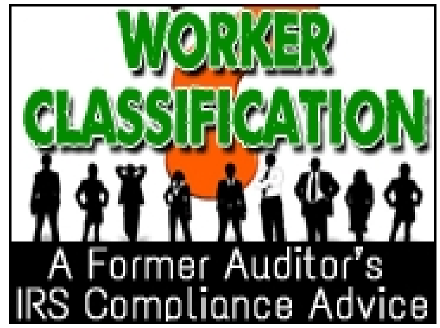
New, Simplified Rules For Employee vs Independent Contractor Classification



Date: 1/30/2019 | Time: 3:15pm - 4:45pm EST **SKU: 1034417**

Available Versions: Live | On Demand | CD

While Independent Contractors may be a necessary and strategic component to your business, the IRS, Workers Compensation, and state agencies are concerned with whether or not a worker has been misclassified – and thus feel that they are not getting their share of taxes – and have stepped up the number of audits that are aimed specifically at worker classification.

A "re-classification" of the your Independent Contractors to employees can result in assessments against your organization for back taxes, substantial penalties, and interest. To prevent substantial fines and penalties you need to know the rules regarding what makes a worker an Independent Contractor versus an employee, and that is where this training session can help.

Your trainer is Mark Schwartz, a former payroll tax auditor. Mark will provide examples from his auditing and hearing experience, including the twenty factors used to determine if an employment relationship exists. He'll also help you analyze language used in contracts with Independent Contractors to see if such language can be used against you in an audit.

You will leave the webinar understanding how to defend your position on your workers so the auditors will have a difficult time substantiating re-classification of your Independent Contractors to employees.

Objectives:

During this training session, you will learn how to properly indentify, use, and pay Independent Contractors to prevent costly worker-classification audits. Specifically, you and/or your team will learn:

- The twenty factors used to determine if an employment relationship exists
- What the IRS and states consider a bona fide independent contractor
- How to use contracts to solidify your relationship – and how they can both help and hurt
- How to set up a screening system that can be used by your hiring managers and human resource personnel to insure that they are following the IRS rules
- What the auditing agencies are focusing on
- How to determine the scope and potential areas of focus for your audit
- How to identify any areas of concern prior to an external audit or an audit by another

group within your company
- Common areas where mistakes or issues can normally be found
- How a review can help you detect internal control issues
- Where to go to for assistance so you're not re-creating the wheel
- Devising a game plan on what you want to review and how to divide and conquer

About The Presenter:

Cara Y. Crotty is a Partner with Constangy, Brooks &Smith, LLP. Cara's practice areas include affirmative action and employment litigation. Her practice includes advising clients on all aspects of affirmative action compliance, plan development, and preparing for and representing contractors during compliance reviews.

Her clients include large national corporations as well as small one-establishment contractors. She has been Chair of the firm's Affirmative Action Practice Area since 2003.

Credits:

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Payroll Pitfalls To Avoid

Date: 1/30/2019 | Time: 1:00 pm - 2:30pm EST **SKU: 1034274**

Available Versions: Live | On Demand | CD

This audio conference reviews areas within payroll that are usual audit points. It covers the ten most common areas where mistakes – and penalties - happen, and includes a detailed discussion on how to stay compliant in each area.

Top Ten Mistakes – And How To Fix Them

As payroll professionals we have several laws that we need to be compliant with and it can be cumbersome just to keep track of them. Far too many times we find out about compliance issues too late, and it can cost your company money.

Objectives:

- Worker misclassification
- Calculating overtime
- Overpayment corrections, FLSA and taxation
- Timing of payment concerns
- Termination errors
- Proper state taxation
- Taxing Fringe Benefits
- Obtaining proper substantiation
- Processing of received garnishments
- SUI tax practices - unethical and errors

Credits:

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Tips For Effective Conflict Management

Date: 1/30/2019 | Time: 1:00 pm - 2:00pm EST **SKU: 1034366**

Available Versions: Live | On Demand | CD

Conflict is a natural part of every job – it plays a role in every relationship of significance. It's a simple fact that conflict is, at times, inevitable in the workplace – and it can even be beneficial.

Conflict does not have to be a destructive force – it's only a negative factor when it isn't handled effectively. Truly cohesive teams are able to engage in productive conflict that leads to stronger professional relationships and better overall results.

The reality is that conflict in and of itself is neither good nor bad. What matters is how conflict is handled. Effective managers, HR professionals, and employees at all levels must be adept at managing conflict in a constructive and productive manner. That's exactly what you'll learn how to do in this informative audio conference.

Objectives:

Attend this session and get practical strategies and tips you can immediately apply to improve your ability to manage conflict effectively. Key topics covered include:

- The power of conflict: Understanding how/why conflict can be both constructive and destructive
- 5 distinct techniques for managing conflict effectively
- Benefits and costs of each conflict management technique
- Choosing the best technique: Examples of situations in which each approach is appropriate
- How to choose the best approach to managing a conflict in light of the situation and participants
- Mastering the art of approaching conflict assertively rather than aggressively
- Guidelines for delivering messages effectively in conflict situations
- Key tips for building better workplaces through engaging in productive conflict

Payroll Reconciliation And Reporting

Date: 2/6/2019 | Time: 3:15pm - 4:45pm EST **SKU: 1034418**

Available Versions: Live | On Demand | CD

Depending on the size and complexity of your business, payroll presents a litany of challenges, even before the paychecks are printed.

But what you do after payroll runs is as important as making payroll runs. Proper reconciliation practices lead to accurate reporting. Coupled with timely depositing, payments, and information return processing, the Payroll Manager becomes an unsung hero to most businesses – as long as things run correctly.

Objectives:

In this audio conference, you will learn payroll reconciliation and reporting tips that will help you - and the rest of your company - sleep better knowing both your workers and the government are happy with payroll. By attending, you and/or your staff will learn:

- Reconciling best practices for small and large businesses, including:
  - Confirming net paycheck amounts
  - Ensuring voluntary and involuntary deductions are accurate
  - Overseeing amounts accrued to accounting records
  - Preparing deposits, quarterly and annual payroll tax returns
  - Preparing year end reconciliation and information returns
  - Hiring and termination of workers
- How to review your internal controls over payroll operations
- How to recognize payroll related fraud
- Common mistakes made in payroll administration

About The Presenter:

Cara Y. Crotty is a Partner with Constangy, Brooks &Smith, LLP. Cara's practice areas include affirmative action and employment litigation. Her practice includes advising clients on all aspects of affirmative action compliance, plan development, and preparing for and representing contractors during compliance reviews.

Her clients include large national corporations as well as small one-establishment contractors. She has been Chair of the firm's Affirmative Action Practice Area since 2003.

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Disability Discrimination And The Interactive Process

Date: 2/7/2019 | Time: 1:30pm - 3:00pm EST **SKU: 1034420**

Available Versions: Live | On Demand | CD

Under the ADA, an employer's failure to manage the interactive process can lead to disability discrimination claims.

The Act is increasingly complex, and it has made it difficult for employers to manage this area. For example, managers are constantly struggling with trying to manage good performance with employees who are challenged with physical and mental limitations.

Making it more difficult are federal mandates that require employers to make efforts to accommodate employees' disabilities - but how far must an employer go without compromising quality of performance?

In this informative audio conference, you will learn how to manage these competing interests and learn a step-by-step approach to responding to employees' requests for work place accommodations without compromising work standards.

Objectives:

- The definition of a disability under the Americans with Disabilities Act
- When is a condition not a disability
- What to do when the employee does not mention she or he has a disability even though you see clear performance problems related to physical and/or mental limitations
- How to approach an employee with a suspected disability without being accused of harassment or risk being sued for disability discrimination
- What to do when you want to discipline and employee who mentions that the work problems are related to a disability
- How to conduct an interactive meeting with the employee without giving in to the employee's demands
- How to comply with the law's requirements in accommodating an employee
- When can you stop an accommodation

About The Presenter:

Teri Morning, SPHR, has over 15 years organizational development and teaching experience in a variety of professional fields for both profit and non-profit companies.

In addition to a MBA, Teri also has a Master's degree in Human Resource Development with a specialization in Conflict Management, is certified in mediation skills, is qualified as a Myers-Briggs practitioner, and holds the SHRM certification of a Senior Professional in Human Resources (SPHR).

Credits:

HRCI Credits

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HR Success: How To Coach Employees To Manage Small Conflicts On Their Own

Date: 2/7/2019 | Time: 3:00pm - 4:00pm EST **SKU: 1034371**

Available Versions: Live | On Demand | CD

HR professionals often find themselves spending too much time facilitating or smoothing over conflicts between employees and their coworkers or employees and their managers.

While such conflicts sometimes are issues that require HR involvement, often they are just small disagreements or misunderstandings – the types of things that could be much handled much more efficiently and effectively if the team members involved could – and would – work things out on their own, without HR involvement.

Every time you jump in and play peacemaker, however, you're teaching employees that coming to HR for help with these kinds of issues is what they are supposed to do. Your time – and theirs – could be better used if you devote your energy to coaching team members so that they develop the skills they need in order to manage small conflicts on their own. This is a win-win for everyone involved – and it's something that you can accomplish.

This audio training session will address steps HR can take to help employees learn how to – and get in the habit of – managing small conflicts on their own, while also still keeping the door to your office wide open for larger issues that do require HR involvement.

Objectives:

Instead of jumping in and facilitating minor issues that HR professionals and managers don't need to be involved in, attend this informative audio training session to learn how to use these situations as teaching and coaching opportunities so team members will be empowered to handle such conflicts on their own. Key areas covered include:

- Key reasons employees may expect HR or management to step in and manage small workplace conflicts for them (You can't solve the problem if you don't know why it happens!)
- Strategies for teaching effective conflict management skills to employees and managers so they will have the ability to effectively deal with conflict
- How to coach managers to 'push back' constructively in situations where employees want them to get involved with conflicts that they should handle directly
- Key coaching skills for helping employees successfully navigate their efforts to deal with small peer or supervisor conflicts so they'll learn how to do so independently

- Tips to help convince team members that it is in their best interest to sincerely attempt to manage small conflicts first, before escalating such problems up the chain of command or to HR

- Additional types of training that can help create a climate where employees know how to ‘fight their own battles’ when minor conflicts arise

OSHA Responsibilities Of The HR Professional

Date: 2/7/2019 | Time: 2:30pm - 4:00pm EST **SKU: 1034360**

Available Versions: Live | On Demand | CD

The role of the HR professional and a safety manager often intertwine within organizations through different departments. However, in many organizations, these two roles are blended into a single role assigned to the HR professional.

This means that, in addition to your HR responsibilities, you also must know the occupational safety and health responsibilities for compliance with all state, federal, and local requirements regarding employment laws and regulations.

To help you with these additional responsibilities, this webinar goes over the long-standing OSHA requirements, the most recent OSHA regulatory changes, and the most frequently cited violations for FY17 (in other words, the areas where most problems occur so you can fix them before they happen at your organization!).

OSHA has increased the cost of non-compliance for three connective years – don't let your organization be fined for something you could have easily fixed by attending this webinar!

Learning Objectives

This webinar is jammed pack with information that will assist any HR professional to be up-to-date on OSHA regulations.

Objectives:

Here is just some of what you'll learn:

- OSHA Reporting requirements for specific types of injuries
- The most-common OSHA violations and citations
- The new online Reporting/Recordkeeping rules for dates and submissions
- Effective management techniques for contract employees
- The four stages of 'The Safety Maturity Curve'

About The Presenter:

Bert Brannen is the managing partner in the Atlanta office of Fisher & Phillips. Since 1982 he has represented employers exclusively in successfully solving labor and employment law problems in the workplace, with much of his time devoted to counseling employers about how to avoid workplace crises, comply with all applicable laws, and prevent litigation.

In this regard, he prepares all of the documents associated with the employment experience, including employee handbooks, employment contracts, restrictive covenants, ethics and confidentiality agreements, non-competition or non-solicitation agreements, and severance agreements.

Bert regularly speaks to business and professional associations, industry groups, and individual employers, and is the Chairman of the Labor and Employment Law Section of the State Bar of Georgia. He also teaches labor and employment law at Georgia Institute of Technology.

Credits:

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