

Payroll Fundamentals: *Basic Principles to Help You Manage the Payroll Process in Washington*

This one-day seminar is designed for payroll professionals, human resource and benefits professionals, CPAs, accountants, controllers, operations managers, business managers, office managers, presidents, vice presidents, supervisors, CFOs, finance directors and bookkeepers.

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**Seattle, WA
April 15, 2008**

Moderator:
Patrick M. Madden
K&L Gates

Daniel P. Hurley
K&L Gates

Stephanie Wright Pickett
K&L Gates

Trilby Robinson-Dorn
K&L Gates

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See inside for details.

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Critical Issues on the Agenda

8:30 AM – 9:00 AM

Overview

— Patrick M. Madden

- Federal and State Wage and Employment Laws
- Relevant Resources
- Risks and Liability for Payroll and Other Managers

9:00 AM – 9:20 AM

State and Federal Posting Requirements: What to Post and Where

— Daniel P. Hurley

9:20 AM – 10:10 AM

Documentation Requirements When Hiring Employees

— Daniel P. Hurley

- The New Form 1-9 Requirements
- Foreign Workers
- Employment of Minors

10:10 AM – 10:40 AM

Proper Organization, Maintenance and Protection of Employee Records

— Patrick M. Madden

10:40 AM – 10:50 AM

Break

10:50 AM – 11:50 AM

Wage Requirements for Nonexempt Employees

— Patrick M. Madden

- Paying Minimum Wage
- Accurately Tracking Time Worked
- Paying for All Time Worked
- Properly Calculating Overtime

11:50 AM – 12:00 PM

Questions and Answers

— Faculty

12:00 PM – 1:00 PM

Lunch (On Your Own)

1:00 PM – 1:55 PM

Requirements for Exempt Employees

— Patrick M. Madden

- General Principles
- The White-Collar, Computer Professional and Outside Salesperson Exemptions
- Other Exemptions and Exclusions

1:55 PM – 2:40 PM

Wage Payment and Deduction Rules

— Stephanie Wright Pickett

- Establishing Appropriate Pay Periods
- Defining When Compensation Is Earned
- Time and Form of Payments
- Proper and Improper Deductions

2:40 PM – 2:50 PM

Break

2:50 PM – 3:30 PM

Managing Vacation, Sick Leave and Other Contractual Leave Rights

— Daniel P. Hurley

- Vacation, Holidays, Sick Leave and Other Paid Time Off
- Personal and Other Leave
- Employee Absences

3:30 PM – 4:20 PM

Managing Statutory Leave Rights

— Trilby Robinson-Dorn

- FMLA and WFLA
- Pregnancy, Disability and Military Leave
- Other Leave Rights

4:20 PM – 4:30 PM

Questions and Answers

— Faculty

Lorman Education Services reserves the right to modify the agenda and the faculty when circumstances are beyond our control.

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Seminar Highlights

Are you tangled in a web of confusing payroll and leave laws?

Payroll professionals and those who work with or advise them face a daunting task: they must comply with a broad assortment of federal and state laws, regulations and less formal guidelines. Mistakes can be costly. Employees and their counsel continue to pursue class action claims involving wage and hour, wage payment and other payroll-related issues at a fever pitch.

This seminar will provide you with legal and professional guidance to manage your payroll systems and meet your business needs while complying with applicable legal requirements. The program will provide you with a map to help you navigate through the maze of state and federal rules. You will also get practical advice that will prepare you to address these concerns when they arise.

Benefits for You

- Be prepared if the state and federal agencies decide to audit you
- Comply with posting, documentation and recordkeeping requirements – including the new Form I-9 requirements
- Explore recent developments concerning activities that must be counted as hours worked for nonexempt employees
- Get up to date on the ever-changing wage payment and deduction rules under Washington state law
- How to manage FMLA, WFLA, military leave and other statutory leave rights

Professional Manual

You will receive a professionally prepared manual compiled by the faculty specifically for this seminar. The seminar will be recorded. Your registration constitutes your consent to such recording. If you cannot attend, you may order a set of CDs and the accompanying manual from this program by using the registration form on the back panel.

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Health Insurance and Employee Fringe Benefits – Account-Based Plans: HFSAs, HRAs and HSAs; Government Regulation – Health Insurance and Employee Fringe Benefits; Cobra Compliance; Fringe Benefits and Welfare Benefit Programs; Vehicles to Provide Fringe and Welfare Benefits.

Faculty: Nancy W. Anderson, Lane Powell PC; Mary Jo Drake, Affordable Solutions, Inc., and COBRA Management Services, LLC; Gail E. Mautner, Lane Powell PC; Norman S. Milks, K&L Gates; Charles H. Thulin, Ekman, Bohrer & Thulin, P.S. ©2007. 272 pages.

Item:	375943MAN	Manual Only	\$69
	375943EMN	E-Manual Only	\$69

Tools for Health Care Consumerism: FSAs, HRAs and HSAs – Expenses That Can Be Reimbursed Through Health FSA; Reporting and Disclosure Requirements; Coordination With Cafeteria Plans and Health Flexible Spending Accounts; Election Changes; Wellness Programs – HIPAA and Beyond.

Faculty: Holly J. Wylam, Davis Wright Tremaine LLP; Jeff Belfiglio, Davis Wright Tremaine LLP; Norman S. Milks, Kirkpatrick & Lockhart Preston Gates Ellis LLP. ©2007. 178 pages.

Item:	368630MAN	Manual Only	\$79
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Employee Discharge and Documentation – Employment Law; Limits on the Right to Terminate Employment; How to Avoid Meeting the Company Lawyer; Reducing Litigation Risks During Employment.

Faculty: Jeffrey P. Fairchild, Esq., Adelstein Sharpe & Serka; Deborra E. Garrett, Zender Thurston, P.S. ©2007. 64 pages.

Item:	373649TMX	CD and Manual	\$139
	373649MAN	Manual Only	\$69
	373649EMN	E-Manual Only	\$69

Phone 866-352-9539 • Fax 715-833-3953

Our Distinguished Faculty

Daniel P. Hurley is an attorney in the Labor and Employment Practice Group in the Seattle office of K&L Gates. He advises employers on various employment issues; assists employers responding to agency investigations; and represents employers in a wide variety of cases involving discrimination, harassment, worker classification, wrongful termination and breach of contract. Mr. Hurley graduated from the University of Oregon School of Law, where he was an articles editor for the *Oregon Law Review* and a judicial extern for the Hon. Ann Aiken of the U.S. District Court of Oregon. He can be reached at daniel.hurley@klgates.com.

Patrick M. Madden is co-coordinator of the international Class Action Defense Practice Group and a partner in the Labor and Employment Practice Group at K&L Gates. He received his undergraduate degree from Pacific Lutheran University and his law degree, with highest honors, from the University of Washington School of Law. Mr. Madden advises employers on labor and employment issues, including wage and hour payment and compliance, and compensation plan design; assists employers responding to agency investigations; and represents employers in wage and hour, discrimination and other lawsuits at the state and federal levels. He has worked on dozens of class actions, including lawsuits involving wage calculation and payment issues, entitlement to overtime and benefits, off-the-clock claims and challenges to exempt status. Mr. Madden is the chairperson of the Association of Washington Business' Employment Law Committee; is listed in as a top labor and employment attorney in *The Best Lawyers in America*, *Chambers USA: America's Leading Lawyers for Business* and the *Seattle Metropolitan* magazine; and is listed as a Super Lawyer in *Washington Law & Politics*. He frequently speaks and writes on wage and hour, and employment law issues. He can be reached at partick.madden@klgates.com.

Stephanie Wright Pickett is a partner in the Labor and Employment Practice Group at K&L Gates in Seattle. Her practice focuses on all aspects of labor and employment law and litigation. Ms. Pickett advises clients regarding a wide range of employment issues, including wage and hour payment and compliance, hiring, discipline, termination, work force restructuring and personnel policies. She also advises clients on the employment aspects of business transactions, including those involving the sale or acquisition of a business. As a litigator, Ms. Pickett has represented businesses in individual cases and class actions, including cases involving wage and hour issues, discrimination, harassment, worker classification, wrongful termination, theft of trade secrets, violations of noncompetition agreements and breaches of contract. She graduated with honors from the University of Washington School of Law. Ms. Pickett can be reached at stephanie.pickett@klgates.com.

Trilby Robinson-Dorn is an attorney in the Labor and Employment Practice Group at K&L Gates. Ms. Robinson-Dorn's practice includes litigation of employment discrimination, and wage and hour claims in state and federal courts, and client counseling on a variety of labor and employment matters. Prior to joining K&L Gates, she litigated and mediated complex employment, commercial, toxic tort and constitutional matters, and advised clients on environmental and natural resources issues. Ms. Robinson-Dorn earned her B.A. degree, with honors, from Swarthmore College and her J.D. degree, cum laude, from Tulane Law School. She can be reached at trilby.robinson-dorn@klgates.com.

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"Very beneficial. I feel more confident in processing payroll."

— *Melissa Davenport, Payroll Manager
Southern Health Partners*



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General Information

Seattle, WA • April 15, 2008

The Westin Seattle • 1900 Fifth Avenue

Registration: 8:00 am – 8:30 am • Session: 8:30 am – 4:30 pm

Walk Break: 12:00 pm – 1:00 pm (On Your Own)

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This seminar may qualify for 8.0 hours of continuing education toward the Certified Bookkeeper requirement through the AIPB.

Lorman Education Services is an approved provider through the American Payroll Association. This seminar is approved for 6.5 RCHs.

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This program has been approved for 6.50 recertification credit hours toward PHR and SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification or recertification, please visit the HRCI homepage at www.hrci.org.



This seminar has been reviewed and approved for inclusion in the Human Resource Professional Development™ Certificate Program and qualifies for 1.0 credit. Each seminar that qualifies for credit toward the HRPD Certificate has been approved by an advisory board made up of leading law firms in the employment industry. The law firms residing on the advisory board are Jackson Lewis LLP, Littler Mendelson and Epstein Becker & Green, P.C. Please visit www.lorman.com/certification/hrpd for more information.

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