

NZPPA

Developing and Supporting
Payroll Professionals

NZPPA supports businesses with the following **FREE activities:**

Payroll Supplier Directory

Look for payroll software and service suppliers

Payroll Resources

Including forms/templates and checklists

FREE ePayroll Newsletter

Latest updates/advice on how to run your payroll

FREE access to NZPPA's blog

'paytalk' which features payroll articles, links and references, updated daily

Go to NZPPA's website to find out more

NZPPA Certification

Become or have your payroll staff certified as a payroll professional!

NZPPA's ePayroll

To get the latest information delivered to your inbox on changes to payroll, sign up today for NZPPA's **FREE** newsletter ePayroll



Go to NZPPA's website and enter your details today!



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New Zealand
**Payroll Practitioners
Association**

Developing and Supporting
Payroll Professionals

BECOME A CERTIFIED
**PAYROLL
PRACTITIONER**



NZPPA Certification - Become or have your payroll staff certified as a payroll professional!

Since 2007 NZPPA has been building payroll as a profession in New Zealand.

Payroll manages one of the largest costs a business has. It is also a business critical activity and carries substantial risk to the business if payroll is processed incorrectly.

An employer must know and feel confident in their payroll practitioner!

Certification will give confidence to employers in their certified payroll staff. Any payroll practitioner that undertakes the process will have evidence of their current professional skills as assessed by the payroll industry.

NZPPA Certification Framework

There are four certification levels based on the type of payroll environment the payroll practitioner works in.

Minimise risk to the business and have your skills recognised by the payroll industry!

NZPPA Payroll Practice Guide

Get payroll information from the payroll experts!

Written in plain language, practical and full of examples the NZPPA Payroll Guide is the payroll resource for anyone managing and running payroll in New Zealand.

NZPPA Certification levels:

- **Certified Payroll Technician** (Entry Level) – **CPT**
- **Certified Payroll Practitioner** (Intermediate Level) – **CPP**
- **Certified Payroll Consultant** (Advance Level) – **CPC**
- **Certified Payroll Manager** (Leadership of Payroll) – **CPM**

Please Note: NZPPA Certification is not based on position title as this does not determine payroll skills, knowledge and experience.

Certification caters for all payroll environments

How to gain NZPPA Certification

Certification is only available to NZPPA members (under any membership type).

Four step certification process (what the applicant has to do):

1. Certification application form completed.
2. Online assessment based on certification level.
3. Verification form/s completed by applicant's manager.
4. Interviewed by certification panel member (directly or via phone).

How to order

To order the guide please go to the NZPPA website www.nzppa.co.nz and select the NZPPA Payroll Practice button located under the NZPPA Updates section. Alternatively, email us at info@nzppa.co.nz

Get the payroll resource written by the Payroll Experts!



Once successful, certified payroll practitioners will hold current certification for one year from the date achieved.

Is there a fee for certification?

Yes there is. As this process is only available to NZPPA members there is a one off fee of \$175 + GST for the initial assessment. On an annual basis to keep certification there is a fee of \$25 + GST.

NZPPA Continuing Professional Development (CPD)

To ensure skills and knowledge are maintained annually a certified payroll practitioner must undertake **CPD** by:

- Providing proof of ongoing CPD
- Undertaking a legislation update assessment provided by NZPPA

Apply for Certification

NZPPA Certification is open at any time to NZPPA members.

To join NZPPA go to the website and select the option "**Join NZPPA**".

If you have any questions on NZPPA Certification please contact us on: info@nzppa.co.nz

