### 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!



#### **NZPPA Contact Details**

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Auckland



### **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** 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).

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:

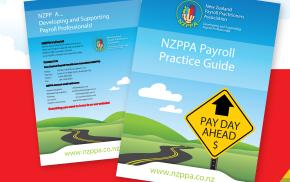
- Providing proof of ongoing CPD
- Undertaking a legislation update assessment provided by NZPPA

#### **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



### 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.

#### **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!