 

Preparing for the CPP Test - January 2024 Workshop

Workshop Sponsored by the SDAPA

**Spring 2024 Test Registration/Test Dates:**  
Registration: November 6, 2023 - April 19, 2024  
\*Exam: January 8 - April 20, 2024

\*Exams administered from September 9, 2023 through September 6, 2024, feature questions based on federal laws and regulations in effect as of January 1, 2023.

**Workshop 1 – January 6, 2024 9am – 12pm PST**

Online only

**I – Core Payroll Concepts 24%**

* Worker Status
* Fair Labor Standards Act
* Employment Taxes
* Employee Benefits
* Employee/Employer Forms
* Professional Responsibility
* Methods and Time of Pay

**II – Compliance / Research and Resources 16%**

* Escheatment
* Legislative and Regulatory Requirements
* Reporting
* Record Retention
* Penalties
* Global
* Multi-state Taxation / Reporting

**IV – Payroll Process and Supporting Systems and Administration 12%**

* Maintain Master File Components
* Concepts and Functionalities
* Business Continuity Plan
* Technology Evaluation
* Upgrade / Implement Knowledge
* System Maintenance / Updates
* System / Project Implementations

**Workshop 2 – January 13, 2024 9am – 12pm PST**

Online only

**III – Calculation of the Paycheck 20%**

* Compensation / Benefits
* Fringe Benefits
* Involuntary Deductions / Taxes
* Voluntary Deductions
* Employer Taxes and Contributions
* Total Payroll

**Workshop 3 – January 20, 2024 9am – 12pm PST**

Online only

**V – Payroll Administration and Management 10%**

* Policies and Procedures
* Management Skills and Practices
* Customer Service and Communications
* Staffing, Employee Development, and Core Competencies

**VI – Audits 9%**

* Internal Controls
* Payroll System Controls
* Accounting System Controls
* Audit Policies and Procedures
* Third Party Controls

**VII – Accounting 9%**

* Financial Reporting
* Accounting Principles
* Payroll Journal Entries
* Accounting Reconciliation

**Workshop 4 – January 27, 2024 – 9am – 11am PST**

Online Only

**Review and Practice Test**