Webinar on

Payroll Record Keeping: How to Thin Out File Cabinets and Quickly Respond to Information Requests

Learning Objectives

General Requirements

Requirements that satisfy IRS AND FLSA both
- Requirements for FLSA only
- Requirements for IRS only

New Electronic I9 program, State Requirements

Other federal acts and their requirements

Summary of content by record type

Off-Slide information on electronic data storage and archiving

This webinar Learn how long records must be kept, the information they must contain, and how to effectively manage an electronic database.

PRESENTED BY:

Mark Schwartz is an employment tax specialist and has over 15 years of employment tax experience as an independent consultant and as a payroll tax auditor with the State of California. He has managed an audit caseload of 20 ongoing audits, from small home-based businesses to large multi-national corporations.

On-Demand Webinar

Duration : 60 Minutes

Price: $200

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Webinar Description

The logistics of payroll record keeping can be daunting. At least a dozen state and federal regulatory agencies require access to your records. All have different requirements as to content and storage requirements. Electronic records are ok in some cases, paper required in others. In some instances, you have to keep the records forever.

Records come from various departments, offices, sources, etc. They vary as to content, form, and source. How do you store them? How do you guarantee authenticity? How do you keep them confidential? How do you make sure they are available when you need them? If all this makes you want to make a big bonfire, this webinar will help you sort out these questions and more.

Ineffective recordkeeping is a waste of time, space and money. Large, overstuffed file cabinets are no longer necessary. They have been replaced in the modern office by electronic data storage and archiving. However, managers must still manage databases. Learn how long records must be kept, the information they must contain, and how to effectively manage an electronic database.

Who Should Attend ?

IT professionals

Payroll Managers

Data managers

Why Should Attend ?

Records will not be kept for an adequate length of time or kept for an unnecessarily long period of time

Records will not contain the information required by the myriad of government agencies that can request them

Records will be lost altogether or misplaced, exposing the organization to penalties and other unnecessary risks

Transferring from a paper-based record keeping system to an electronic one – what are the risks?

How do we manage the rapidly changing technological requirements (software, media, etc) over time?

How do I prevent making recordkeeping a career in and of itself?
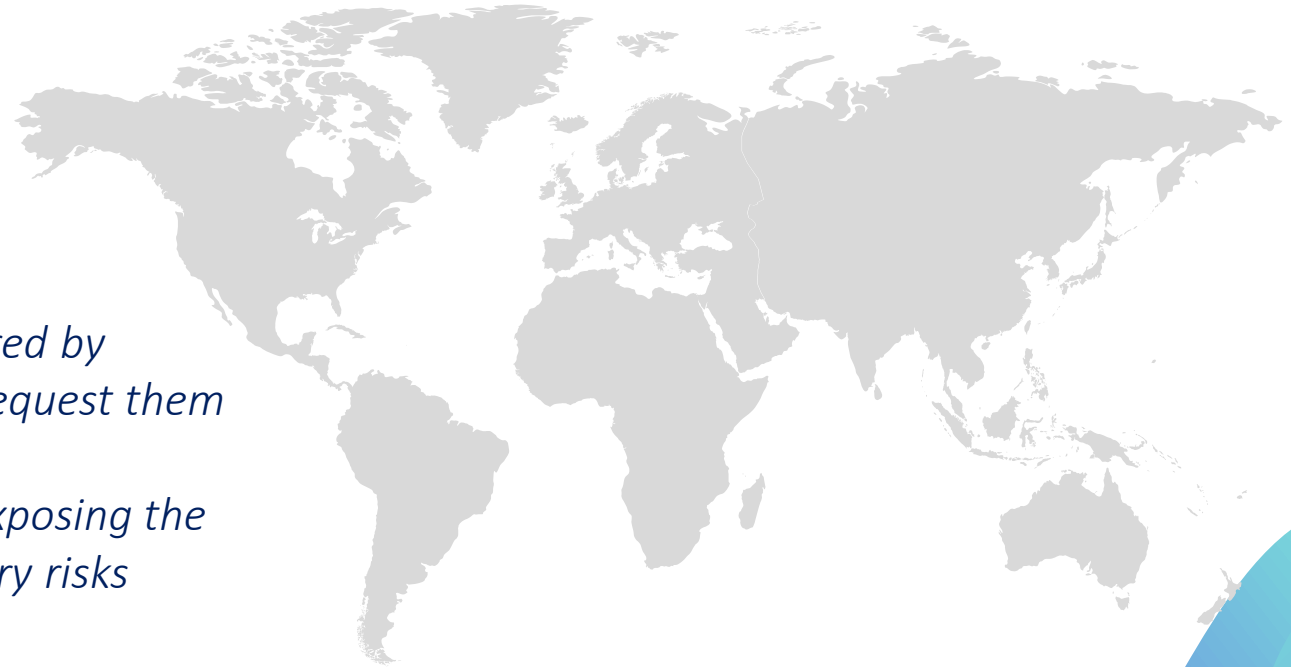
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