



GUIDELINES ON BECOMING A PROFESSIONAL ASSOCIATE PAYROLL

What is a Professional Associate?

A Professional Associate, Payroll is recognised for their professional expertise and experience in being qualified to effectively run a mid-sized payroll and provide the right advice on payroll processes and legislation.

Professional Associates receive the following benefits:

- Free attendance at APP events held during the year
- Access to the Payroll resources library which has templates of HR policies and procedures (to be launched in 2016).
- Being able to put PPA after your name to identify your expertise in payroll.

Once you are a Professional Associate, you will then be able to apply to be an Accredited Professional Associate for which you'll be required to pass an assessment of your knowledge. You can then be listed on the public directory on the APP website if you choose to be. Accredited Professional Associates can then work through to becoming a Chartered Professional Associate. The Chartering process will be launched later in 2016.

What is the investment to become a Professional Associate?

There is an annual fee of \$300.00 + GST per year, made up of:

- \$295.00 + GST Professional Associate Fee; and
- \$5.00 + GST APP Benevolent fund (which has been created to assist Associates in financial hardship).

The year runs from 1 July to 30 June each year. If you join during the year, you will pay a proportion of the annual fee. If you join within 3 months of the year end, you'll be invoiced for 14 months through to the following June.

APP also recognises that circumstances change, and if you need to resign part way through the year, all you need to do is email us at info@appnz.org.nz to let us know, and we'll arrange a refund of the remainder of your fee, rounded up to the nearest month.

What about corporate or bulk rates?

If you're an organisation with a large team, contact us on info@appnz.org.nz to discuss how we can work with you on corporate or bulk rates for Professional Associates, where the organisation is paying for their membership.

How do I apply to become a Professional Associate?

There is an application process to become a Professional Associate. You will need to complete the online form and you can also provide your C.V. or other documentation as evidence of your experience.

Your application will be reviewed by the APP Payroll Advisory Panel, and then we'll be in touch to let you know the outcome.

If the APP Payroll Advisory Panel assess that you haven't met the criteria, you will be given feedback so that you can build your expertise and knowledge in the areas needed, and apply again in the future. The annual fee will not apply in this case, and there will be no charge.

What criteria will I have to meet?

A Professional Associate, Payroll needs to demonstrate that they are qualified to effectively run a mid-sized payroll and provide the right advice on payroll processes and legislation.

The criteria includes:

- Having completed employment law training or having extensive knowledge of the Holidays Act and knowledge of other appropriate acts including the Employment Relations Act, Parental Leave, KiwiSaver, ACC, Minimum Wage and Wages Protection
- Intermediate level of Microsoft Excel
- Experience of key Payroll processes as outlined below
- Currently be working in a Payroll role; and
- Be a person of good standing in the Payroll industry.

To demonstrate this you will need to provide evidence of your training and your experience in the following areas:

- Processing of pay runs including allowances, bonuses and pay changes
- Calculating leave payments for full time, part time, casuals, fixed term and employees on parental leave
- Managing time and attendance, rosters and payroll data
- Conducting reconciliations
- Advising on PAYE, tax and KiwiSaver
- Calculating manual payments on terminations, redundancy, deductions and exceptions

If you would like to discuss the criteria or have any questions before you apply, please get in contact with us at info@appnz.org.nz

To apply to be a Professional Associate, please [click here](#).