



AUBURN UNIVERSITY

GOVERNMENT AND ECONOMIC
DEVELOPMENT INSTITUTE

Alabama Public Personnel Administrators PAYROLL SPECIALIST CERTIFICATION PROGRAM

Alabama Certified Payroll Specialist (ACPS)

The Alabama Association of Public Personnel Administrators with support from the Government and Economic Development Institute at Auburn University provides a certification program to increase the knowledge and professionalism of those involved in payroll for public sector agencies. The program is designed to provide greater proficiency and understanding to individuals involved in the payroll administration.

Objectives of the Program:

1. Assist preparers and reviewers in recognizing and handling the many situations in payroll processing.
2. Provide a foundation of knowledge and skills to those individuals involved in payroll processing.

The program is composed of four tested courses and continuing education maintenance.

Courses and Descriptions:

The Legal Foundation of Payroll Processing – participants will develop a knowledge foundation of the laws surrounding payroll processing, recognize and identify legal forms involved with payroll processing, demonstrate ability to locate resources necessary payroll processing, and recognize and define terms used in payroll processing.

Payroll Processes: Course 1 – this course will introduce participants to important definitions involved in payroll processing and develop necessary knowledge of important terms. Participants will demonstrate knowledge of classifying methods and timing of pay as well as discuss and identify good customer service.

Payroll Processes: Course 2 – this course will provide an opportunity for participants to discuss and compare various benefits, various types of taxes, and insurance and the deductions involved. Participants will also develop skills on paycheck calculations and discuss and develop auditing processes.

Accounting Foundation of Payroll Processes – this course will provide participants with knowledge of the payroll cycle; preparing the payroll information, processing payroll, processing taxes, end of period processing, and delivering payroll package. Included in the course will be a discussion on internal control, ethics, communication and training.

Experience Requirements:

In order to be certified, you must have two years of experience in payroll administration. Two years of experience from another state may be included in lieu of the two years in Alabama. Experience in another state will be considered on a case-by-case basis.

The following should be included with every application to candidacy:

- Your Official Job Description
- Organizational Chart
- Supervisor or Department Manager Signature

Certification Designation:

Upon certification, the Alabama Certified Payroll Specialist may use the designation “ACPS” for professional purposes as long as certification is maintained.

Certified Payroll Specialist Certification Maintenance:

Twelve hours of approved courses must be successfully completed every two years to maintain certification. These hours may consist of any courses described in the AAPPA or Payroll Certification curriculum, which have not already been taken within the last five years, and attendance and participation in the Annual Conference (six hours), and attendance and participation in the pre-conference courses/workshops (six hours).

For maintenance of certification purposes, 6 hours of course credit must be completed through courses offered by the AAPPA, the AAPPA Conference attendance or Pre-Conference attendance.

Participants may receive up to 6 hours of credit from courses recognized by the following national organizations: SHRM, IPMA-HR, as well as approved CPE courses recognized by the American Payroll Association, National Association of State Boards of Public Accountancy, Government Finance Officers Association, Government Finance Officers Association of Alabama, and CLEs approved by the Alabama State Bar Association. Please send verification of attendance to the Government and Economic Development Institute, 213 Extension Hall, Auburn, AL 36849.