



**New Zealand
Payroll Practitioners
Association**

Developing and Supporting
Payroll Professionals

www.nzppa.co.nz

NZPPA Payroll Certification

Become a Certified Payroll Professional

Presented by: Ange Grylls



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How Do I Certify Myself



What is NZPPA Payroll Certification

Designed to provide a framework for employees to assess their skill level and become a NZPPA Certified Payroll Professional

Matrix guidelines to consider your current level for application

The different levels provide a growth opportunity based on skill, knowledge, time and experience

Assessment to evaluate and confirm your level of experience and understanding

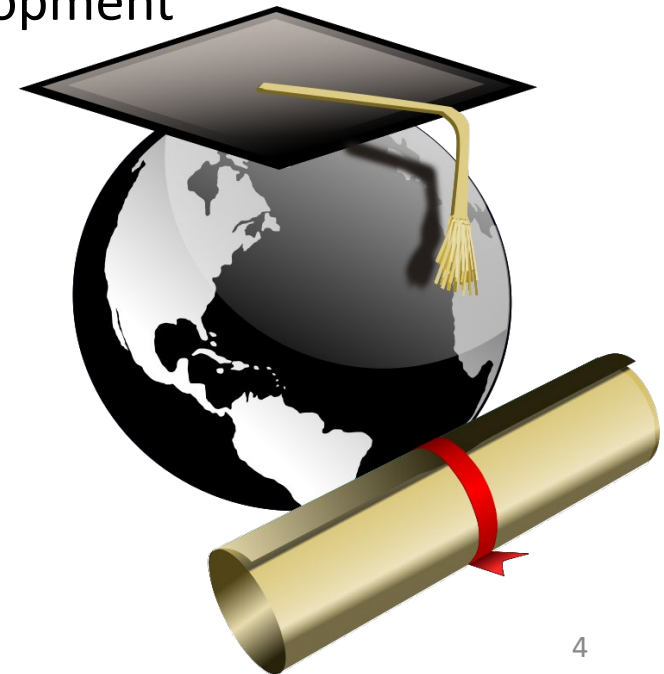
You must recertify every year – ensuring you keep current

It is not a course or webinar it is an assessment process



Become Certified – Set yourself apart from other Payroll Personnel

- Certification Process which is Payroll Specific
- Requires Continuous Professional Development
- Become the EMPLOYEE of choice
- Can assist with Candidate Selection





Basic Process - Applicant

Email webtech@nzppa.co.nz for access to the certification area online

Download and complete the forms, then submit them

1. Application form
2. Verification Form
3. CV Template Form. (or attach a current cv)
4. Organisation Chart and Job Description.





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Basic Process - NZPPA

Assess submitted documentation

Send out password and details for the online assessment (exam)

Provide Certification Results

Send Out Certification Pack





Certification Matrix

Name	Label	Level	Certification description	Qualifying Period	Who?
Certified Payroll Technician	CPT	1	<ul style="list-style-type: none"> •Can run basic payroll processing steps, under supervision or within their prescribed authority. or <ul style="list-style-type: none"> •Performs part of the payroll process, or other payroll tasks, under supervision or within their prescribed authority. •Understanding of Payroll Legislation 	More than 6 months	Just starting out, possibly new in payroll or the team
Certified Payroll Practitioner	CPP	2	<ul style="list-style-type: none"> •Can run a payroll end to end at an intermediate level under supervision or within their prescribed authority. •Excellent Understanding of Payroll Legislation 	Over 2 years	Running payroll end to end and is confident around payroll legislation Payroll Admin, Officer etc
Certified Payroll Specialist	CPS	3	<ul style="list-style-type: none"> •Senior Practitioner that manages payroll, end to end at an advanced level •Proficient Understanding of Payroll Legislation •Interacts at a senior level within the business 	3+ years CPP More than 6 months in role No direct reports	Senior Payroll or Sole Charge who owns their Payroll, has a high level of expertise in the legislation



Certification Matrix

Name	Label	Level	Certification description	Qualifying Period	Who?
Certified Payroll Consultant	CPC	4	<ul style="list-style-type: none"> •Can implement & configure payroll processes and payroll system criteria and resolve complex payroll issues. •Sound knowledge of audit and review processes to mitigate errors and risk •Proficient Understanding of Payroll Legislation 	<p>3+ years CPS</p> <p>More than 6 months in role</p>	Payroll Compliance Support, Payroll Consultant, Payroll Providers
Certified Payroll Leader	CPL	5	<ul style="list-style-type: none"> •Meets all the requirements set at the previous certification levels (CPT, CPP) and may have consulting experience under CPC (optional) •Leads and manages staff in a payroll environment. •Sound payroll knowledge and experience that enables complex payroll issue resolution •Experience with implementing audit and review processes to mitigate errors and risk •Proficient Understanding of Payroll Legislation 	<p>3+ years CPS</p> <p>1 or more direct reports</p> <p>More than 12 months in leadership role</p>	Payroll Team Lead, Payroll Manager someone who is leading and mentoring other Payroll Professionals



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NZPPA CPT

Certified Payroll Technician
(Level 1)

This is to certify that

has achieved the

**NZPPA Certification Level of
Certified Payroll Technician (Level 1)
(CPT)**

on the

Conducted by the New Zealand Payroll Practitioners Association

David Jenkins
Chief Executive Officer
New Zealand Payroll Practitioners Association

Please note: To maintain your certification level annual recertification must be done each year based the date above.

Tips and Tricks

Questions - based on the payroll practice guide

Read the question carefully before selecting your answer

Sit the exam in hibernation

Don't procrastinate— just move on

No second guessing – trust yourself

Keep an eye on the time





Candidate Selection

- **Recruitment Agencies**
Confidence in candidate put forward
Certificate with Resume
- **Potential Employer**
Prior to Selection assessment
Degree of Certainty





Payroll Masterclass

- **Masterclass**
 - 2 days
 - Virtual, In-House, NZ in a city near you, Australia
 - 1 hour assessment for Certification Preparation
- **Covering**
 - Taxation Law
 - Employment Law Part 1: Employment Terms
 - Employment Law Part 2: Holidays and Parental Leave
 - Other types of employee leave
 - Payroll Records and Privacy
 - Other Laws Related to Payroll
 - Calculating Final Pays



How to Contact us

webtech@nzppa.co.nz

to get a logon for access to the
certification area

certification@nzppa.co.nz

for any questions or queries