

Class Agenda – A very FULL day!!!

8:30 – 8:50 Introductions & Overview

8:50 – 10:00 Worker Status Issues (DEED, IRS)

- Employee Status
- Independent Contractor vs. Employee
- Federal Information Reporting Requirements

10:00 – 10:10 Stretch Break

Employment Tax Issues

10:10 – 10:30 Account Registration

- International Revenue Service (IRS)
- Minnesota Department of Revenue (MDOR)
- Minnesota Unemployment Insurance Program (DEED)

10:30 – 11:45 Employer Responsibilities (Post-Hiring)

- Employee Forms
- New Hire/Re-Hire Reporting Requirement Overview
- What's Your Tax Liability?
- Withholding & Depositing Employment Taxes
- Federal (IRS) Quarterly Returns

11:45 – 12:45 Lunch !!! (on your own)

12:45 – 2:15 State and Federal Tax Reporting (continued)

- State (MDOR & DEED) Quarterly Returns
- State and Federal Annual Returns (MDOR & IRS)

2:15 – 2:25 Stretch Break

Other Employer Issues

2:25 – 3:15 Workers' Compensation Issues

- MN Workers' Compensation Insurers Association

3:15 – 4:20 Minnesota & Federal Labor Standards Overview

- Minimum Wage & Overtime
- Child Labor Standards
- Employer Requirements

4:20 – 4:30 Wrap-up & Questions

Please note: All times are approximate.