

The Payroll Tide

August, 2010

NPW WEEK

SEPT 6-10, 2010

USS Galactic Payroll now accepting crew members!

New HRAPA web site

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Volume 2, Issue 4

President's Corner by Melinee Cody mcody@pensoft.com

Wow, last month's meeting was very informative and fun. I announced to our members the HRAPA Member only page is up and running on our website. Please contact Jackie Kronstain to obtain log on information. Members will have access to our monthly meeting notes, financial reports, chapter polls, and so much more.

We held a raffle for two registrations for the Virginia Statewide Payroll Conference (VSPC) and I am happy to announce **Angela Mitchell** and **Jackie Kronstain** were our two winners. Congratulations! The raffle brought in **\$225.00** and all proceeds will be donated to VSPC charity, **Animal Aid Shelter**. A quick reminder. The VSPC is only 10 weeks away. **Save \$50 by registering by August 20th**. More information is available on the VSPC website at www.vspc-apa.com.

I want to thank all the HRAPA members who worked at the Foodbank of Southeastern Virginia. Your hard work and dedication is truly appreciated. Read Joanne Carr's article on page 3 for more details.

National Payroll Week 2010 is almost here. Celebrate our profession by displaying the 2010 NPW artwork. Go to <http://www.nationalpayrollweek.com/> to get this artwork and more NPW information. The HRAPA is proud to announce our

participation in this Annual event. Read this month's article on page 4 for more information.



Don't forget our next meeting will be held at the Norfolk International Airport Conference Center. Directions are available on our website. Join us at our **August 12th meeting**. Maybe your company is looking at upgrading their systems in order to succeed in competitive market. Many organizations overlook the payroll department when making these decisions. How can you ensure you are able to select the appropriate payroll system for your company and guarantee the systems integrity? Reshaud Anthony, CPP will give us steps to follow in selecting an appropriate payroll system, the kind of controls and security needed to guarantee the system integrity. During the second half of the meeting, Mitchell Wright, CPP will speak on another exciting topic Payroll Internal Control. She will provide us with information on how to prepare for an efficient audit. Don't forget to register for our meeting no later than August 4th via www.hrpa.com.

Stay Cool!!! See you at the August meeting!!

Government Updates: Did You Know....?



Nationally:

On June 13, U.S. Customs and Immigration introduced a redesigned website for its E-Verify program. Existing user id and passwords are still valid but you will be required to take a short tutorial to learn about the changes. Language has been simplified, the data entry section has been improved and now more closely follows the paper layout and the site now offers case alerts.

Multiple Worksite Reporting via the web now available. To set up a web account, use the MWR web ID and password found in the starred box of your MWR paper form. Log on to <https://idcf.bls.gov> and the website will take you through step-by-step instructions for setting up your account and submitting your data.

DOL: Employers Beware. Pre-shift required meetings, donning required work clothes, washing up/cleanup at end of shift are all compensable time and will count as time worked for any overtime situations!

Restaurants: IRS clarifies that establishments that are eligible for the fica tip credit may not double-dip and take a fica credit for the HIRE ACT provisions.

Virginia: use of e-Verify mandated for state agencies.

See an update on New Hire Reporting on page 9 of this newsletter.

VA Statewide Payroll Conference Oct 14, 15th 2010. Reduced registration fee offer ends Aug 20th.

Don't forget to go to www.vspc-apa.com to get the Nomination Form for Payroll Professional of the Year. Remember you can self-nominate!

HRAPA Community Service Events—Joanne Carr

August and September are the two months where we gather and deliver much needed school supplies to Marshall Elementary School in Hampton, VA. The HRAPA has supported this school for a number of years and each year your generosity continues to grow!

Check out the list of needed school supplies on page 8. Bring the supplies to the Aug meeting. We can also take items at our Sept. meeting as we will be delivering the supplies after that meeting. Volunteers are always welcome to assist with the loading and delivery to the school. See Joanne Carr.

June Community Event

Sorting Food items for the Southeast Tidewater Food Bank . We sorted 5,368 lbs. of food which equates to 4, 193 meals for local citizens!



Amanda Medford, Verlie Medford and Jean Sweeney



These boxes hold a lot of food as evidenced by Amanda Medford, Joanne Carr, Jean Sweeney and Verlie

Gather your school supplies NOW for the August Meeting.

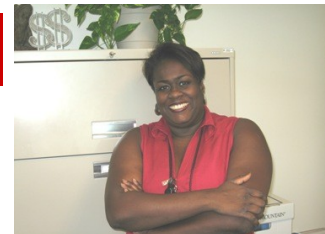
Member Spotlight : Vanessa Bruce

Born August 31, 1963 in Stuttgart Germany to military parents, I learned early to assist others is a great honor. My family returned to the United States in 1972 where I attended Norfolk Public Schools and graduated from Lake Taylor High School in 1981. I obtained an Associate Degree in Accounting from Tidewater Community College in 2000. I returned to Norfolk State Uni-

versity in 2000 and over the course of 10 years, one class at a time, I am finally 2 classes shy of my BSS in Sociology.

I began my payroll career in 1989 with Sovran Bank which is now Bank of America. I was hired as a part-time mail clerk and quickly realized, I was fascinated by the many facets of payroll processing. My curiosity and dedication to the payroll process made it possible for me to become Bank of

America's first Payroll Supervisor in 1991. Since that time, I have worked in a Payroll Supervisory/Management position with Sentara Health Care, Amerigroup and ZIM American Israeli Shipping, where I am now employed. During my payroll career, I have worked in the capacity of Mail Clerk, Payroll Rep., Payroll Supervisor, Payroll System Analyst and Payroll Manager. My payroll journey has been interesting and diverse to say



Vanessa Bruce

the least. I have had the opportunity to work payroll from the ground up and can attest, "Experience is the best teacher". I have faced many payroll challenges, and I have been exposed to great

Chapter Celebrations.



We're on the web
www.hr-apa.com

Check out the
new and im-
proved
HRAPA website!

New; Members
Only page.

The new address:
www.hr-apa.com
but you can also
get to it
from the old
address.

**NEW meeting
site-Norfolk
Airport. Details
on the web site.**

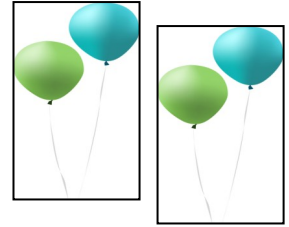
HRAPA

July Babies:

4 Anna Marriner
23 Donna Stoffel, CPP
24 Cheryl Gary
24 Sheila Smith
31 Deanna Davenport, CPP

Aug Babies:

15 Alicia Sutton
29 Jean Sweeney, CPP
31 Vanessa Bruce



Sept Babies:

1 Sheila Maman
5 Marcia Boomer, CPP
10 Dawn Flora, CPP
16 Candace Clark
18 Diane Portlock, CPP
24 Kitty Baker, CPP
27 Vivian Ashworth

Please note, I am missing birthdays for the following members: Raven Costen; Carla Massie, CPP; Janice Moore; Kelly Price; and Kelli Wolfe. Please contact Kitty at kitty_baker@adp.com to add/correct your birthday information.

Member Spotlight Con't

HRAPA Celebrates NPW with
Special September Meeting, Sept 9th

Payroll mentor's during my career and aspire to be a great influence to anyone new to the profession. No matter where my journey has taken me, I have always been affectionately referred to as "The Payroll Lady" (smile).

Over the years, I have learned a work/life balance is the key to a successful career. I have dedicated my personal time to Animal Rescue (fostering sick and injured animals), volunteering with Sentara Hospice and Bereavement, volunteering at Sam Roundtree's School of Dance and just being a mom to my now 25 year old daughter.

As a child, I never dreamed of working in Payroll, as a Payroll Professional, I would not dream of doing anything else!

NATIONAL PAYROLL WEEK, SEPT6-10, 2010

In our payroll profession we constantly hear about National Payroll Week or "NPW" as it is commonly called. When I first heard of NPW my first thought was celebration for one whole week of payroll?? Shoot, how much celebration can one do for payroll in a week?? How boring. Well, I was sadly mistaken.

As my career in payroll grew as well as my chapter affiliation, I came to realize just how important this week in September is. The support that the APA gives the local chapters to promote the hard work that payroll is entrusted with is unbelievable. We have all been through a vast array of changes to keep our

(con't pg 5)

Professional Development with Cynthia Johndrow

Profile Power: The Growing Importance of Having a Professional Bio

Networking sites have put a spotlight on the value of a well-written profile. In the past, professional biographies were typically only needed by executives or conference speakers. But today, job seekers and professionals at all levels post them on Linked-In and Facebook as a vehicle for self-promotion. Other people send these biographical snapshots to hiring managers and potential clients to give them a quick, easy-to-digest overview of who they are and what they bring to the table. While the profile doesn't replace the traditional resume and cover letter, it certainly deserves a place in your career toolbox.

Consider the following bio-building tips:

Remember that brevity is best. In an era dominated by quick communication in the form of tweets and text messages, the bio's appeal is easy to understand: It's accessible and user-friendly. Don't attempt to recount your entire work history or connect the dots of your career trajectory as you would in a resume or cover letter. Instead, think of your profile as the written version of your "elevator pitch" — the punchy sound-bite you'd deliver to a prospective employer if you had a mere 30 seconds of his or her time.

Focus, focus, focus. Zero in on the skills, attributes and accomplishments that are most compelling and relevant to your current goals. That might mean

you only mention the last few positions you've held, or even just your current one. Showcase your biggest selling points, such as your considerable experience or proven ability to identify cost savings and manage critical projects.

Keep it fresh. Your bio isn't meant to be set in stone. In fact, a stale bio often looks worse than having no bio at all. When you get a promotion and/or title change, earn a credential such as the Certified Payroll Professional designation or receive professional honors, update your profile quickly. After all, marketable achievements won't do you any good if nobody knows about them!

Article courtesy of Accountemps.

Chapter News



Unfortunately, due to insufficient enrollment, the summer FPC/CPP Certification prep class has been canceled.

We hope to offer a Spring class.

Would you like to be the 2010 Virginia Payroll Professional of the Year? You can self-nominate. See www.vspc-apa.com for criteria and form.

organizations compliant in the eyes of the IRS, DOL, SSA, etc., that we payroll professionals need to be recognized for our efforts. Therefore the Hampton Roads Chapter of the APA wants to promote our chosen profession again this year with having our bosses come to our breakfast meeting **September 9th, 2010**. Our speaker's topics are "**How to Avoid Common Payroll Mistakes & Certify Your Payroll**" as well as "**W-2 reconciliation.**" Now who does not need a refresher on these topics?? The bosses' breakfast cost will be picked up by the chapter because we feel that it is important for them to know how committed their payroll professional is to continuing education.

A separate e-mail will be going out shortly with the invitation for the Sept meeting so be on the lookout. The deadline to register for the September meeting will be **Sept 3rd**. I hope to see many new faces at the breakfast meeting and I want to hear what your organization is doing for NPW.

Sam Brigman, NPW Chair



Money Matters National Education Day

Sponsored by MasterCard

Join volunteers from across the country on September 9 to teach America's newest workers the ins and outs of their paychecks, electronic payment methods like direct deposit and paycards, and the payroll withholding system.

Use your payroll expertise to teach tomorrow's workforce – volunteer today to get the updated and improved 2010 curriculum, which includes the latest tax tables, more information on electronic pay, and other improvements!

All volunteers receive: the newly updated lesson and teacher guide, recognition from APA, and eligibility for credits toward recertification!

Once you're registered, reserve your spot to teach at a local school or youth group using the letter to a principal.

“Getting Paid In America” Survey

Voice your opinion on how you get paid! Take the 2010 "Getting Paid In America" survey for a chance to win a free paycheck and a trip for two to Las Vegas. Share your opinions on topics like FSAs, healthcare, unemployment funding, and more. The results of the survey help the payroll industry grow and better respond to workers' needs.

Visit the APA website to access the various forms and letters

Virginia Statewide Payroll Conference Oct 14-15th, 2010



“Galactic”, “Out of this world”, “Energize” are just a few of the ways to describe the Starship Payroll that will be docking at the Renaissance Hotel in Portsmouth October 14th. Captain Salavejus runs a tight ship and her team of officers has gone to where no one has gone before.

First off, the Speaker committee has confirmed the Conference is certified for 10 RCH's. By registering during the early bird time period, the cost per individual RCH credit will ONLY be \$22.50. Early Bird began May 1st and will continue to run until **August 19th**. **After that date then the regular registration fee will be \$275.00.** Check out the VSPC web site, www.vspc-apa.com, for all the details, online registrations and hotel information.

New this year, in honor of our 10th anniversary as a conference, we are holding a “Most Wanted” vendor contest. Our conference is small enough that we have a chance to get to know our vendors and we do have many perennial vendors. We encourage our vendors to decorate their booths with the conference theme, chat with us during lunch, participate in the social event, and of course, have great giveaways/prizes. YOU will determine which 2010 vendor you'd like to see return to the 2011 conference in Fredericksburg, VA and the winning vendor will receive half off of the vendor fee for 2011! That could mean up to a \$500 savings to your favorite vendor!!

There are still plenty of open spots for vendors. If you have a vendor, in any field, that your company uses that you think other company's might benefit from meeting, encourage them to be a vendor for our 2010 conference. Vendor fees range from as little as \$300 to \$1,000, only take up a vendor's time for a single day, and affords them unparalleled one-on-one access to attendees. If you can suggest a potential vendor use your influence to reach out to them first and then have them either go to the VSPC website or preferably have them contact Kitty Baker or Verlie Medford for details: kitty_baker@adp.com or vmedford@oldpoint.com

Do not forget to put your nomination in for Payroll Professional of the Year. It could be you!! Nomination form is on the VSPC web site and the HRAPA website.

All in all, this VSPC conference is heating up for one spectacular “lift off”. Be sure to purchase your ticket to ride the Starship Payroll!

Co-Captain Sam Brigman, CPP
Stardate: Aug 2010

HRAPA AUG/SEPT COMMUNITY SERVICE PROJECT

John Marshall Elementary School

2010-2011 School Supply List

Kindergarten	First Grade	Second Grade
Agenda Book	Agenda Book	Agenda Book
Book bag (no wheels)	Back Pack (no wheels)	Back Pack (no wheels)
1 box of (24 ct) Crayola Crayons	2 boxes of Crayons (24 ct)	2 Boxes of Crayons (24 ct)
3 Elmer's Glue Sticks	4 Large Glue Sticks	4 Large Glue Sticks
1 box of Pencils	4 doz. #2 pencils	4 doz. #2 pencils (24 ct)
2 Bottles of Hand Sanitizer	1 Bottle of Hand Sanitizer	1 Bottle of Hand Sanitizer
2 boxes of Tissues	2 boxes of Tissues	1 box of Tissues
1 change of clothes	2 pkg fine dry erase markers	1 Pkg of Colored Pencils
2 Boxes of Ziploc bags (Quart, snack, or gallon)	1 Box Ziploc Bags (Quart, snack, or gallon)	1 Box Ziploc Bags (Quart, snack, or gallon)
1 Black/White Primary Composition book	1 Bottle Liquid Glue	2 packages of wide ruled note- book paper
	4 large Pink Erasers	3Black/White Composition Note- books
	2 Spiral Notebooks (80 Pgs)	3 Spiral Notebooks (80 Pgs)
	1 set Headphones from Dollar Store (computer work)	1 set Headphones from Dollar Store (comp. work)
	Pencil Box	Pencil Box
	Scissors (Fiskars work best)	

Due to your wonderful generosity we often have more supplies brought into the chapter than the pre-prepared, decorated boxes can hold. If you are bringing a large amount of supplies, it would be very helpful if you could do so in a box rather than a plastic bag. If you could bring them in a recycled tote that you don't need back, that would be even better. Both those delivering the supplies and the environment will thank you! And we can make a monetary donation as well. So if you forgot your supplies you can make a cash donation and the chapter will give the school a check. We will collect supplies at BOTH the Aug and Sept meetings.

****New Hire Reporting – Important Updates****

In 1996, Congress enacted a law called the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), which requires employers to report their new hires to a state directory. Virginia Statute 63.2-1946 requires all employers doing business in the state of Virginia to report new hires (including re-hires and temporary employees) within 20 days of their hire date. New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who change jobs frequently, and quickly locates non-custodial parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they deserve. Employers serve as key partners in ensuring financial stability for many children and families and should take pride in their role.

How do I report?

Electronically

Secure web transfer

File Transfer protocol (FTP)

Diskette

New Hire data entry software

Manually (Mail or Fax)

Printed List

New Hire Reporting Form

W-4 Form

Electronic reporting is the most effective, efficient, and accurate way to report new hires.

With

this method your company will receive an online confirmation of reports submitted.

Visit our website

at www.va-newhire.com to register.

For additional information, contact the Virginia New Hire Reporting Center:

Virginia New Hire Reporting Center

P.O. Box 25309

Richmond, VA 23260-5309

Phone: (800) 979-9014

Fax: (800) 688-2680

Thank you to the employers meeting the requirements of the new hire reporting law. You are helping the children of Virginia receive the support they deserve!



**Hampton Roads Chapter of the
American Payroll Association
2010**

HRAPA BOARD

President: Melinee Cody mcody@pensoft.com

President Elect: Vacant

Vice President: Verlie Medford vmedford@oldpoint.com

Treasurer: Joyce Thompson jthompson@armadahoffler.com

Secretary: Jean Sweeney jsweeney@langleyfcu.com

Membership: Jackie Kronstain jkronstain@cvi.canon.com

NPW Chair: Sam Brigman cbrigman@vbgov.com

Community Service: Joanne Carr jcarr@cvi.canon.com

Education: Cynthia Johndrow Cynthia.johndrow@accountemps.com

Newsletter: Kitty Baker kitty_baker@adp.com

Speaker Chair: Vacant

Historian: Vacant

Consider serving in one of these vacant Board positions. Contact any one of the people above to volunteer.