

The Payroll Tide

Aug 2011

NPW WEEK

SEPT 5-9, 2011

Volume 3, Issue 4

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

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The Hampton Roads members and guests that attended the June breakfast meeting were impressed with Christopher Bauer's presentation "Ethics Seminar for the Payroll Professional." He entertained us with his wit, humor and charm while providing us with worthwhile ethics information. Christopher Bauer definitely lived up to his reputation. If you missed the meeting, sign up for a free subscription to his "Weekly Ethics Thought" at his website, www.bauerethicsseminars.com. During the meeting, we held our annual Virginia Statewide Payroll Conference (VSPC) raffle drawing for two registrations. I am happy to announce Angela Mitchell and Jackie Kronstain were our two winners. Congratulations! The raffle brought in \$180.00 and all proceeds will be donated to VSPC charity, Animal Aid Shelter.

I would like to take this time to thank the Hampton Chapter members for their continued participation toward our 2011 community service projects. Thanks to everyone who donated non-perishable food items at our June meeting. All donations were delivered to the Foodbank of Southeastern Virginia. Congratulations to Theresa Taylor from VDOT who was the winner of the Food Drive raffle.

National Payroll Week 2011 is almost here. Celebrate our profession by displaying the 2011 NPW artwork. Go to

<http://nationalpayrollweek.com> to get this artwork and more NPW information.

The HRAPA is proud to announce our participation in this annual event. More information will be provided at our August 11th meeting.



When was the last time you were dazzled by the wonders of the Circus? The HRAPA along with other local Virginia APA chapters will be hosting the 11th Annual Virginia Statewide Payroll Conference on October 13th & 14th at the Fredericksburg Expo and Convention Center. The theme this year is "Payroll Under the Big Top". The conference is only 13 weeks away so don't clown around; register now! Save \$50 by registering by August 19th. More information is available on the VSPC website at www.vspc-apa.com.

Join us at our **August 11th** meeting held at the Norfolk International Airport Conference Center. Look around your payroll department. If your department is like many payroll offices, you have so many piles of records and files and so little space. Amongst the piles are tax returns, timesheets, forms and other reports. The questions many ask in this situation are: "What records need keeping and for (cont

HRAPA Community Service—Joanne Carr , Community Service Chair

In June we collected items for the Southeast Virginia Food Bank. We collected 84 lbs of food! See picture.

Teresa Taylor of VDOT was the winner of the raffle from food donators. She won 2 movie tickets.



Joanne Carr delivering HRAPA food items

Special Alert*

Coming up in August is our annual School supplies drive for Marshall Elementary School. Marshall is a Title 1 school and is now known as the Marshall Early Childhood Center. This means their needs have changed from basic school supplies to mostly personal items. They still accept monetary donations. Take advantage of the tax free weekend August 5th—7th to make your purchases!

Book bags (without rollers)
Tissues
Liquid soap
Hand Sanitizer
Underwear (girls & boys, size 4T & 5T)
Socks (child size 9-11)
Baby wipes (prefer Pampers Sensitive)
Sweat pants (girls & boys, size 4T & 5T)

President's Message continued

how long?" Are you having problems with finding clear cut records retention guidelines? Myogn Winston will have the solution to your problems. Speaking on the topic "Document Retention for Payroll Professionals", she can help your payroll department decide what method is best for you.

During the second half of the meeting, Christopher Deane will speak on another exciting topic, "Creating a Customer Service Culture in Your Payroll Dept." He will provide us with information on how the payroll department will do all it can to accommodate a

customer's request without deliberately ignoring compliance issues for the sake of the customer's needs or wishes. He will also discuss the types of customers the payroll department serves and more. Don't forget to register for our meeting no later than August 5th via www.hrpa.com .

See you at the August meeting!!

Melinee D. Cody, CPP
President

Government Updates: Did You Know....?



Nationally:

FUTA surtax expired June 30, 2011. Will the Congress extend it retroactively on or before the debt ceiling deadline on Aug 2? If not, employers will need to track FUTA wages pre and post July 1, 2011. It is anticipated the 940 form will be amended to meet this requirement. Due to the fact that Congress could still reinstate the surtax, APA advises its members to monitor at the surtax rate till the end of 3rd quarter.

IRS announces mileage rate changes. Regular rate is now 55.5, medical/moving is 23.5 and charitable remains at 14 cents per mile.

EEO suits on the rise! Wells Fargo hit with \$32 million dollar sex discrimination judgment and Verizon hit with a \$20 million dollar judgment in a disability discrimination case.

A new amendment to the **FCRA** deals with adverse action from results of a credit score in a hiring decision. If the credit score was the basis, that fact must be disclosed as well as the data on the credit report.

The **OSCE** has released an updated *Income Withholding for Support* form.

SSA projects the wage base for 2012 at \$110,700 and that trust funds could be depleted as of 2036.

Early Bird Deadline is Fast approaching for VSPC. Be sure you have a room and take advantage of the deduced costs by registering before Aug 19.





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.

HRAPA Birthdays

August

15th—Angela Harris, FPC

15th— Alicia Sutton

29th—Jean Sweeney

September

1st—Sheila Maman

5th—Marcia Boomer, CPP

10th— Dawn Flora, CPP

10th—Janice Moore

14th—Hien Hoang

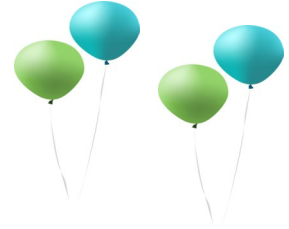
14th—Kelli Wolfe

18th—Diane Portlock, CPP

24th—Kitty Baker, CPP

27th—Vivian Ashworth

27th Rachelle Smith



June Meeting Highlights

Verlie Medford won the t-shirt given
away by speaker, Chris Bauer



Christine Collins won the raffle
for a free breakfast meeting and

Jackie Kronstain and Angela

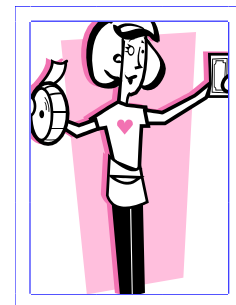
Mitchell won the raffle for a free

VSPC registration for the second

Year in a row. Who says lightning

doesn't strike twice!!

The VSPC raffle raised \$180 which
will be donated to the Conference's
charity, the Animal Aid Society



Professional Development with Cynthia Johndrow

How to Make Your Resume Resonate

Don't let a weak resume keep you out of the running for a job

Most chief financial officers are feeling confident about their firms' prospects for business growth in the coming months, according to the latest [Robert Half Financial Hiring Index](#). The hiring outlook is expected to improve slightly as well. With hiring managers receiving so many resumes, what can you do to make sure yours stands out? Whether you're a new graduate or a seasoned professional, the following tips will help you create a resume that can help you move one step closer to the interview process.

Fill gaps in your employment history. If your resume is vague or incomplete about your work history, a hiring manager may think you're deliberately trying to conceal information. Many people have been unemployed for a long period due to the re-

cession, and employers understand this. But it's important to explain what you've been doing while out of a full-time job. For instance, if you've been working part-time or as a consultant; volunteering; or taking classes, include that information.

Provide clear job descriptions and show results.

Explain the responsibilities you had in a previous job and how your work contributed to the company's overall success. If you provide scant or foggy details about your former duties, a potential employer may think your experience isn't relevant for the job you're applying for.

Watch typos and misspellings.

Even the most experienced professionals have made careless – and costly – mistakes when submitting their

resumes. Don't be among them. Research by Robert Half shows many executives are not inclined to hire a candidate who submits a resume with even just one or two typos in it. Also, if your resume is disorganized or otherwise sloppy in its presentation, you could come across as lacking both professionalism and good communication skills.

The finishing touches.

Take time to tailor your resume to each job you're applying for. Positioning the information in your resume in a way that shows how your skills and experience are well matched for a particular role makes it easy for a hiring manager to understand why you could be a strong candidate. Don't forget to include a well-written cover letter, if you have the opportunity. This is not always possible when applying for jobs online, but when you're able to include a short paragraph or two within the

graph or two within the body of your email or the space on a job application allotted for "comments," go for it. The cover letter allows you to expand upon your strengths and accomplishments and express why you believe you're the best person for the job. It also can shine a spotlight on your communication skills, which many employers greatly value and specifically look for in candidates today when hiring for accounting and finance roles.

Would you like to be the 2011 Virginia Payroll Professional of the Year? You can self-nominate. See www.vspc-apa.com for criteria and form.

Article courtesy of Accountemps



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 2011 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 2011 "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 13th & 14th, 2011

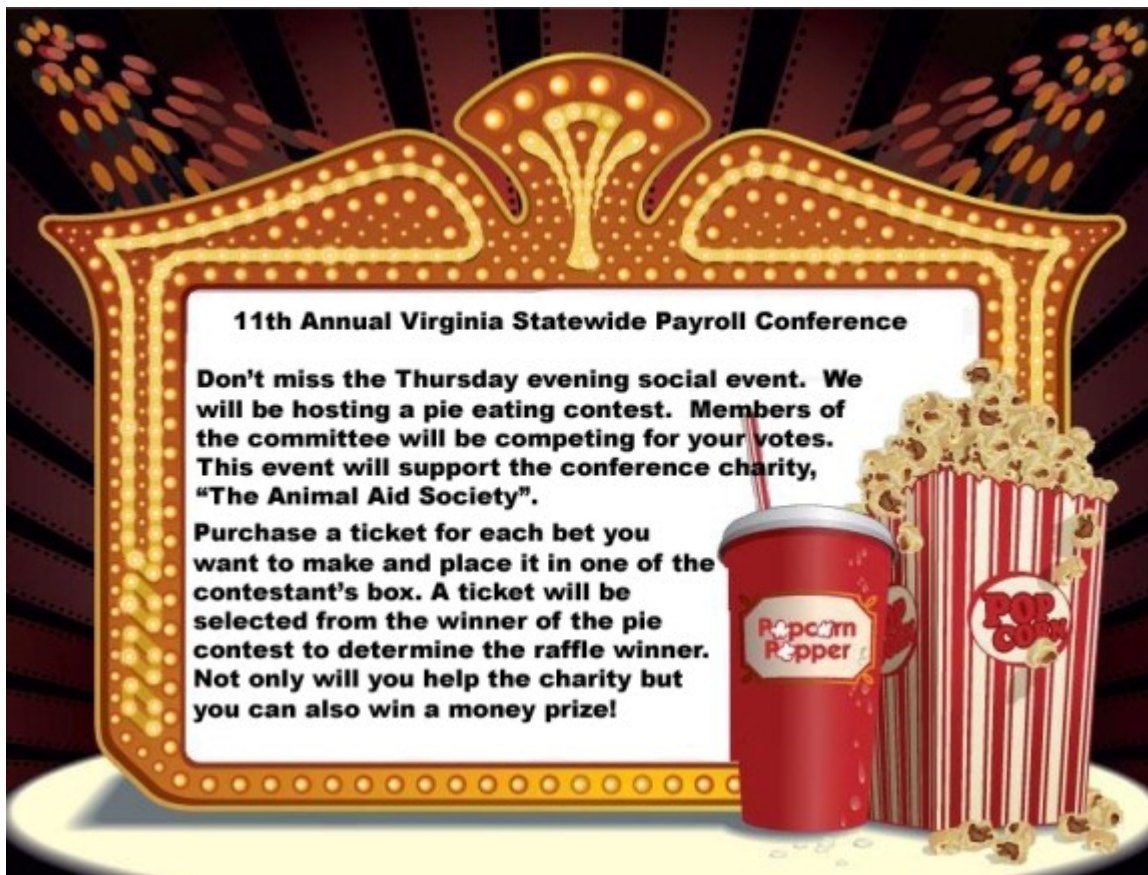
Hop on the train for the 11th Annual Virginia Statewide Payroll Conference! The circus train that is! It will arrive in Fredericksburg on October 13th! Registration is open, and the first three cars are already full! Chapter members can register through August 19th for just \$225.00! After this date the price goes up to \$275.00. Make your hotel reservations early so you don't have to pitch a tent in the parking lot!

We are so excited about this year's conference! We have new speakers, new topics, new attendees and a whole new twist on the Thursday night social. We will once again have the casino games and music, as well as carnival games!

We have 12 items for the charity auction this year, and they are absolutely wonderful! Wait till you see them! Tickets will again be \$2.00 each, or 3 for \$5.00. We hope to at least meet, if not exceed, last year's total of \$1,600.00!

And don't forget to turn in your nomination for the Payroll Professional of the Year. Nominations are being accepted at this time. Self nominations are accepted, you do not have to be nominated by someone else! After all, "If you don't toot your own horn, there will be no music". The application can be found on the Conference website.

Visit the Conference website at www.vspc-apa.com for all the exciting events taking place "Under The Big Top" in Fredericksburg on October 13th and 14th! Don't miss out on all the fun!



Member Spotlight: Christina Fairley

Christina is a native of northern Italy, Vento region. There she earned the equivalent of an Associate's degree in accounting, specializing in foreign trade and she worked as bookkeeper for two local family owned companies. On July 4th, 1981 she met and soon married her husband, Kenny, a paratrooper at Caserma Ederle in Vincenza. Now this is the basis of a romance novel if I ever heard one! In no time they received orders to report to Fort Polk, LA.

While in Louisiana Christina worked as a seamstress for a local blue jeans manufacturer and she learned to "Have it Your Way" while working for a local Burger King franchise. Christina says it was an excellent place to learn the language. She says reading and writing English was easy, but the speaking part was a challenge. Christina this made me laugh out loud! No offense to our LA natives, but that's the one state that is probably the farthest from the "King's English" of any state in the Union. No wonder learning to speak English was a challenge!

In 1988 the Army moved them to Fayetteville, NC. She initially worked again as a seamstress for M J Sofle for seven years. Then an opportunity opened up for a bookkeeping position in, by Christina's own description, a "local jewelry/photo lab/furnishing accents/pawnshop/car audio store", called Rhudy's Inc. She worked for them for 10 years and loved it!

Finally, in 2005 a job offer brought her family to Virginia Beach. Christina went to work for Freedom Automotive as a payroll admin. A colleague at Freedom introduced her to the Hampton Roads Chapter and she has been a member since 2006.

Christina and Kenny have two sons, Samuel, age 24, who is a soldier in the U.S Army stationed

at Fort Huachuca in Arizona, and Emmanuel, 21, a senior at James Madison University. They also have a dog, Martie, whom Christina calls "my little girl". "Martie and I are growing old together", says Christina, "we are both gray haired".

This past 4th of July Christina and Kenny, along with her sister, Nadia, and her husband, Noy, celebrated their 30 year anniversary of meeting one another. As Christina describes it, "we celebrated the occasion with friends and of course wonderful victuals, danced to our old music and drank merrily."

Christina and Kenny are regular church goers and she supports Samaritan's Purse and World Vision Ministries. She is learning to live with no kids and she likes it! She has resumed cross-stitching and always has a book nearby. She loves living by the ocean and she and sister Nadia take their dogs Martie and Lucy to Ft. Story for swims. Christina loves to sing and keeps the radio on while she does her chores because "it helps me to do them with a light heart."

In five years she says she'll still be working to pay off her house. Now isn't that the American Dream?



6th Annual Virginia Caribfest Aug 6th Town Point Park

Norfolk comes alive with the sights and sounds of the Caribbean experience Carib-Fest! This year's theme, "Celebrate the Spectacle...a Caribbean Explosion!" International recording artists like the legendary, 10-time Grammy nominee **THIRD WORLD** Reggae band will electrify

the diverse audience with high-energy tunes that will move the crowd to dance under the stars. Local and regional Caribbean acts take the stage and unite festival-goers with the infectious, pulsating tropical rhythmic sounds of REGGAE, CALYPSO and SOCA and yes, the sweet beat

of the STEELPAN music. This is a day of tropical rhythm, cuisine, carnival and culture as only the Caribbean can offer! Adults **-\$10**, Children 6-12 years - **\$5** and Kids 5 years and under – **FREE**. Tickets can be purchased online at **virginiacaribfest2k11.eventBrite.com** or at the gate on the day of the event.



Making a Difference—It's up to YOU!

It is time to start looking at next year, and putting the board in place! The officers will be nominated and elected, but the various committees will be filled through volunteers rather than being elected. You must be a chapter member to serve in any capacity. If you have ever wanted to be involved in the chapter, this is a perfect chance for you to step up and help out! It takes all members of the chapter to make it a successful chapter. There are many talents among our membership that have not begun to be tapped! Without new eyes and minds and ideas, we become stagnant. Please step forward today and be a part of our ever growing chapter, so we do not become stagnant in the coming years!

The chapter board, which consists of the officers and committee members, meets the second Thursday of January, March, May and October for a dinner meeting for planning upcoming chapter meetings. They meet in June and August after the regular chapter meeting for planning purposes. Below is a brief description of the various committees and what is involved. If you are interested in serving on the board for next year in any capacity please contact Jackie Kronstain at jkronstain@cvi.canon.com.

Membership – Duties include, but are not limited to, the following:

Send out meeting notices to all local contacts prior to meetings. Normally there would be a minimum of 3 notices sent out prior to all meetings.

Send out all communication to local contacts and/or membership, depending on the communication.

Send out newsletters to all membership each quarter once the newsletter is finalized.

Receive all registrations, for meetings and memberships, and log in spreadsheet.

Newsletter - Duties include, but are not limited to, the following:

- Set dates for newsletters to be issued, currently done quarterly.
- Establish deadlines for articles from the various officers and committee members.
- Gather all information for each issue, and put the information together in the newsletter format.
- Issue the newsletter to officers and/or committee members for review, proof reading, prior to submitting the newsletter for distribution.
- Submit any necessary information to the Webmaster for inclusion on the web site.



Community Service - Duties include, but are not limited to, the following:

- Gather information for various organizations to support through chapter functions.
- Determine the needs for the various organizations, and the best time during the year to support that particular group.
- Contact the organizations as needed to set up delivery date.
- Set a calendar for the year to notify membership of the organizations being supported throughout the year.
- Secure prize/giveaway for each meeting for those providing items for that particular organization.
- Submit any necessary information to the Webmaster for inclusion on the web site.

CPP/FPC Instructor - Duties include, but are not limited to, the following:

- Establish times for classes to be held during the year.
- Secure a location for classes to be held during the year.
- Contact National for approval for the course being offered.
- Establish cost for the course.
- Submit any necessary information to the Webmaster for inclusion on the web site.

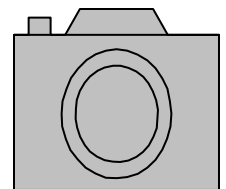
Program Chair - Duties include, but are not limited to, the following:

- Determine topics for meetings for the upcoming year.
- Secure speakers for each topic for the upcoming year.
- Set meeting dates for each topic.
- Contact National for approval for the subject matter as well as RCH's offered.
- Submit any necessary information to the Webmaster for inclusion on the web site.



Historian - Duties include, but are not limited to, the following:

- Take pictures of each event and/or meeting that the chapter is involved in.
- Gather information on door prize winners, raffle winners, etc., to include with pictures.
- Maintain chapter scrapbook with information for the various meetings, activities.
- Submit any necessary information to the Webmaster for inclusion on the web site.



NPW Coordinator - Duties include, but are not limited to, the following:

- Put together ideas and/or activities for chapter support during National Payroll Week.
- Determine special activity or recognition for chapter meeting in September.
- Coordinate NPW activities for outside of the chapter meeting.
- Submit any necessary information to the Webmaster for inclusion on the web site.

Webmaster - Duties include, but are not limited to, the following:

- Maintain and update chapter website as needed.
- Gather information from all officers and committee members for inclusion on the website.



HRAPA BOARD

President: Melinee Cody mcody@pensoft.com

President Elect: Jackie Kronstain jkronstain@cvi.canon.com

Vice President: Verlie Medford vmedford@oldpoint.com

Treasurer: Joyce Thompson paulthompson10@cox.net

Secretary: Jean Sweeney jsweeney@langleyfcu.com

Membership: Jackie Kronstain jkronstain@cvi.canon.com

NPW Chair:

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: Joanne Carr jcarr@cvi.canon.com

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