

# The Payroll Tide

## May, 2011

*Celebrating our tenth anniversary as an APA Chapter*



Late-breaking news:  
Richmond Chapter  
wins Best Chapter  
Website Award.  
Congrats!!

Volume 3, Issue 3

The 10th Anniversary Celebration continues with June's featured speaker, Chris Bauer. Earn 2.5 RCH's at this special meeting! Register by Friday June 3rd at [www.hrpa.com](http://www.hrpa.com)



**Chris Bauer**, is a licensed psychologist with over 25 years experience as a consultant on professional ethics. He will be speaking on the topic "Ethics Seminar for Payroll Professionals" He has been making professional ethics both straightforward and fun for international audiences for more than 25 years

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Marcia Boomer, winner of the Chapter's \$400 Education Scholarship

## President's Message: Melinee Cody, CPP

I belong to the best chapter on this side of the planet. As many of you are aware, we celebrated our 10<sup>th</sup> Anniversary on April 14<sup>th</sup> at the Quality Inn Lake Wright hotel in Norfolk and it was a great social event. If you weren't there you missed a great treat. Congratulations to Marcia Boomer for winning the HRAPA first Education Scholarship. Turn to page 3 for a pictorial of the evening's events



We are continuing celebrating our 10<sup>th</sup> anniversary at our June meeting. We are privileged to have nationally acclaimed professional speaker Dr. Chris Bauer joining us. He will be sharing his expertise on Professional Ethics with a humorous twist. As we all know, an integral role in the payroll profession involves how we handle professional ethics. If you poll your office staff and ask everyone, "What do ethics mean to you and how does it play a role in your payroll department?" you may end up with several different answers. This is a great opportunity for you and your team to join us on June 9<sup>th</sup> to see how Chris addresses the answer to this question and many others. You will earn 2.5 recertification credits by attending the seminar. Visit [www.hrapa.com](http://www.hrapa.com) for registration details.

This has been a very devastating year for many business and home owners due to natural disasters. People are displaced and many have lost all of their belongings. Foodbank of Southeastern Virginia is helping people to recover and start getting back on their feet. During our June meeting we will be hosting a Food Drive for the Foodbank of Southeastern Virginia. Don't forget to bring in your non-perishable item and it will earn you a raffle ticket for one of the door prizes.

The Virginia Statewide Payroll Conference registration is now open. The HRAPA continues to be involved with the conference and we are looking forward to seeing many of our members attend the event on October 13<sup>th</sup> – 14<sup>th</sup>. Turn to page 7 to read Jackie's article on what's in store for this year's conference.

Once again, HRAPA is starting to plan for National Payroll Week (NPW). This gives us an opportunity to celebrate the work payroll professionals do to keep Hampton Roads paid. We are looking for volunteers to help make this a grand event. Join the HRAPA board after our June meeting if you are interested in planning the NPW celebration. Don't forget, if your company celebrates NPW, sign up as APA NPW supporter to be recognized for your efforts. To learn more on how to become a National Payroll Week Supporter, visit the APA NPW supporter website at [http://www.nationalpayrollweek.co/Become\\_npw\\_supporter.cfm](http://www.nationalpayrollweek.co/Become_npw_supporter.cfm). Continue to visit our website and read future newsletter to see what you can do to play an important part in the HRAPA NPW 2011 celebration.

See you at the June meeting!

# Anniversary Event Pictorial



Current & past presidents



Speaker Stephanie Salavejus, CPP



Speaker Ley Mills of the IRS

## Door Prize & Raffle Winners



Yvonne Smith , CPP \$25  
Outback card from RapidPay



Sandra Paulus, CPP \$75 gift  
card from ADP



Jackie Kronstain, CPP  
free meeting registration



Dawn Flora, CPP \$50 gift  
card from Robert Half



Tim Massenburg, CPP \$25  
Olive Garden card from  
RapidPay



Joanne Carr, CPP \$400 from  
HRAPA



Joyce Thompson, CPP  
Payroll Reference Guide  
From Wolters Kluwer



Diane Portlock, CPP  
iPod from the chapter



Verlie Medford,,CPP \$50 Gift  
Card from Global Cash Card



Thanks to our Sponsors:



**June Community Service Project**  
Food drive for the Foodbank of Southeastern Virginia. Door prize drawing for those who bring in non-perishable foodstuffs.

## Government Updates: Did You Know....?



**DOL releases free software to employees to monitor their own hours! Click [here](#) to get the app**

**The SSA has resumed sending out “no match” letters.**

**The control of the House of Representatives has switched from the Democrats to the Republicans and the first item on the agenda is an effort to repeal the Health Care Reform Act provisions enacted under the Obama administration. Learn more on page 11.**

**Looking to recruit from a younger pool of candidates? According to a university study conducted this year college students are looking to social media links more and more versus more traditional job boards and corporate web sites.**

**From our Stakeholder Liaison, Ley Mills... IRS is now offering an integration tool to connect IRS reminders to Outlook or other calendar programs; Spring edition of “Retirement News for Employers” is available as is 2012 HSA deduction limits—all on [www.irs.gov](http://www.irs.gov).**

**FREE! FLSA Compliance webinar from the APA June 23, 2011 from 1-2 ET. | RCH. To register click [here](#).**

**Great webinars on demand available at [www.americanpayroll.org](http://www.americanpayroll.org). Education is the key to compliance!**

## RAFFLES



As always we will raffle off a Meeting Registration and we will offer a raffle prize to those who bring in food for the June Community Service Project.

And, this is the meeting where we raffle 2 VSPC Registrations, each a \$225 value!!! You must be present to win so don't delay. Register today at: [www.hrapa.com](http://www.hrapa.com)

## How to ‘Rev Up’ a Stalled-Out Employment Search Professional Development with Cynthia Johndrow

You’ve sent out what seems like a mountain of resumes, hoping to take advantage of the improving employment market. But no one is calling you for an interview. What are you doing wrong? If you’ve been in the job market for several months, or longer, and you’re not connecting with possible opportunities, your problem may be more than the lukewarm economy. While you may not be doing anything “wrong,” you may not be doing enough of the right things. Here’s some advice for breathing new life into a stalled-out employment search.

### Reassess your resume

No matter your experience level, your resume should be a reflection of the current you. It should highlight the skills, talents and accomplishments that will make you most marketable and valuable to an employer *today*. Try to quantify your achievements whenever possible; for example, show how your efforts helped your previous employer improve efficiency or reduce costs. If you’re a seasoned financial professional, focus on showcasing your most recent positions, and not all the fine details of your career. This will help you to avoid appearing overqualified, which could keep you from being considered for a position. Also evaluate the format of your resume. For instance, an executive summary that succinctly highlights your most relevant, notable qualifications and accomplishments often replaces the traditional “career objective” today. This gives hiring managers a snapshot view of what’s most important to know about you as a financial professional. Accountemps provides information on current resume trends at <http://www.accountemps.com/Career-Advice>.

### Broaden your network.

The depth and breadth of your professional network really can make a difference when you’re looking for work. So, if your network is light on contacts – or consists primarily of peers also looking for jobs in the field – it’s time to increase your visibility and meet new people in your industry. Take advantage of networking events and other activities offered by local business organizations or professional associations, such as the APA. Online networks, like

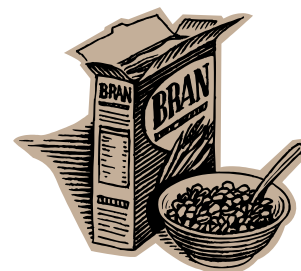
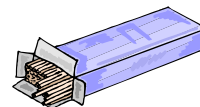
Facebook, Linked-In and Twitter, can also help you make connections with potential employers. Just keep in mind that whether you choose to network online or in person, you must be strategic. Taking a shotgun approach simply wastes your time. Focus on cultivating contacts who can introduce you to hiring managers or other key decision-makers at the companies you’re considering

### Seek professional guidance

Maybe you’ve been close – more than once – to landing a great job, but for whatever reason, you didn’t get the offer. The hiring process can be an emotional rollercoaster even for professionals newly exploring opportunities; for those who’ve been out of work for some time, a rejection after nearly securing a position can be extremely discouraging. Don’t give up. Many skilled financial professionals are experiencing prolonged employment searches right now. Consider seeking the advice of a career coach or professional recruiter. They can recommend next steps, help you target your search, or direct you to job leads you’ve not yet uncovered. A career coach can help boost your confidence, and provide advice for clarifying your professional goals. A specialized recruiter can offer similar guidance and assist you with finding temporary positions, so you can earn income – and keep your skills fresh – while you continue to seek permanent employment. By fine-tuning your resume, expanding your professional network strategically, and seeking advice from reputable career consultants, you’ll likely shorten the wait to your next interview – and more importantly, to your next job offer.



Don't forget to bring your food items to the meeting!



*Submitted by Accountemps. Accountemps is the world's first and largest temporary staffing service specializing in the placement of accounting, finance and bookkeeping professionals. The company has more than 350 offices worldwide and offers online job search services*



## Member Spotlight: Christy Burleson



Christy, PJ, Jacob,  
and Emilie

Christy has worked as the Payroll Manager at Harbor Group Management Company since August 2009. Before that she worked at Titan America for 9 years, bouncing around from position to position and finally settling down as a payroll clerk. She started out as a temp working in the accounts receivables department where she was quickly hired on full time. Shortly after being hired, the company decided to eliminate the accounts receivables department and she was then offered a job in the payroll department as a clerk. A couple years later she obtained her FPC. After 7 years in the payroll department she decided to try something new. She took a job as an administrative assistant in the legal department but quickly realize that was not her niche. Payroll was definitely the field for her so she decided to move back to her old position as a payroll clerk. She is currently studying for the CPP exam.

Christy was born and raised in Virginia Beach. She has been married for 8 years to Jacob and they have two children, Emilie who is 2, and PJ who is 2 months old. Before Jacob and Christy decided to start a family they traveled to Fiji, Hawaii, and San Diego and went on a couple cruises to the Caribbean. Jacob has

worked at Oceaneering, a government contractor, for 12 years working on navy ships.

After 5 years of getting to know each other and having fun, Christy had their first child, Emilie, who was born 6 weeks early. That was a bit scary but all turned out well. Then a couple years later, they were pregnant with their son, PJ. Early in the pregnancy, at her 20 week ultrasound, the baby was diagnosed with a rare lung mass. The local doctors weren't familiar with the diagnosis so she began researching which doctors were. The doctors most experienced with this condition were in Philadelphia. Committed to giving PJ his very best chance at surviving his condition, Christy moved to Philadelphia so PJ could receive expert care at Children's Hospital of Philadelphia (CHOP) and she ended up living there for three months. PJ was born 8 weeks early and had immediate surgery to remove the lung mass. Initially, the doctors were not very optimistic for PJ. As of today PJ has been transferred to CHKD and continues to make progress every day. Christy credits PJ's progress to not only the doctors' expertise but also to the many, many prayers offered up on his behalf.

Jacob and Christy have been huge supporters of March of Dimes ever since their daughter, Emilie, was born in 2008. Since Christy lived at two Ronald McDonald Houses in Camden, NJ and Philadelphia, PA, they plan on volunteering at the local Ronald McDonald House in Norfolk once PJ comes home from the hospital.



**11<sup>th</sup> Annual Virginia Statewide Payroll Conference**  
**Fredericksburg Convention Center**  
**October 13-14, 2011**

Hop on the train for the 11<sup>th</sup> Annual Virginia Statewide Payroll Conference! The circus train that is! It will arrive in Fredericksburg on October 13<sup>th</sup>! Registration is open, and the first car on the train is already full! Chapter members can register through August 19<sup>th</sup> 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, with a very special side show happening. We are going to have a pie eating contest at the social! There will be 8 of the committee "animals" eating pie for this year's charity, the Animal Aid Society in Hampton. You can purchase a chance for \$1.00, and place a bet on your favorite "animal". The winning ticket for the "animal" that finishes first will get half the pot, with the other half going to the shelter. This promises to provide much entertainment! The participating "animals" are:

- Tim Massenburg – Richmond Chapter
- Stephanie Salavejus – CCC Chapter
- Dan Dycus – WMAC Chapter
- Linda Dailey – WMAC Chapter
- Jackie Kronstain – Hampton Roads Chapter
- Sam Brigman – Hampton Roads Chapter
- Dana Jones – CCC Chapter
- Jillian Robinson – CCC Chapter



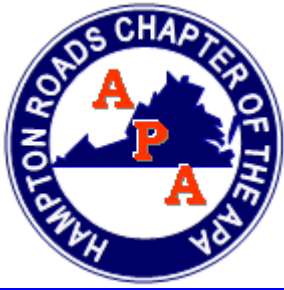
We will hold the charity raffle as well as the pie eating contest this year. We have 12 items for the auction this year, and they are absolutely wonderful! Wait till you see them! Tickets will again be \$2.00 each, or 6 for \$5.00. We hope to at least meet, if not exceed, last year's total of \$1,600.00! Visit the conference website at [www.vspc-apa.com](http://www.vspc-apa.com) for all the exciting events taking place "Under The Big Top" in Fredericksburg on October 13<sup>th</sup> and 14<sup>th</sup>! Don't miss out on all the fun!

We are continuing to grow! This year we have a total of 67 registered members with our chapter! If you know of someone that would like to join, it is never too late! We will continue to accept memberships for 2011 if anyone is still interested in joining! The fees are as follows:

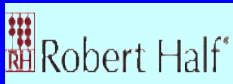
Corporate Membership, up to 3 members	\$100.00
Each additional member	35.00
Individual Membership	50.00



If you would like information on membership or our chapter, please contact Jackie Kronstain at [jkronstain@cvi.canon.com](mailto:jkronstain@cvi.canon.com), or visit the website at [www.hrapa.com](http://www.hrapa.com).



## SPONSORS



## Celebrations

### HRAPA Babies

#### April

6 Sarah Hargraves

22 Ellyn Kettner, PHR

14 Lisa Stevens

26 Theresa Taylor

14 Marian Saunders

28 Erin Gray & Diana Luich

#### May

2 Lynn Allison

#### June

7 Yvonne Smith, CPP

4 Amy Maurin

9 Rosella Durham, CPP

26 Cecily Garka, CPA

9 Jackie Kronstain, CPP

28 Susan Smith

11 Teri Wiley

26 Marie Holder



### A Message From the President Elect—Jackie Kronstain



I have been a member of the HRAPA for many years. I was always in awe of those “in charge”, thinking they know so much and are so good at what they do! I never, ever expected to become one of those people!! I don’t think I know half of what those that have come before me know! But when you believe strongly in something, it is easier to learn and to help

others.

I am going to begin by telling you a little bit about myself. Over the years I have been involved in many organizations as a volunteer. When my boys were young, I became the Assistant Cub Master for their Cub Scout Troop. Then before I knew what had happened, I found myself in the position of Cub Master! What the heck did I know about Cub Scouts?!?! I was a girl! Then there was PTA. Somehow, I found myself as Treasurer of this group in the elementary school years. Between this, Cub Scouts, baseball and church activities, our schedules were pretty full.

Before I knew it, we had advanced to the High School years, and marching band. What a shock to the system this was!! And yes, somehow, even though I was determined to be just a supportive parent through Band Boosters, you guessed it!! I was pulled right in! After a few years, somehow I had ended up in the position of President! What the heck did I know about Band Boosters?!?! I was never in band and I never played a musical instrument! And I went from that right back to being Treasurer of the PTSA! And yes, somehow, even though I was determined to be just a supportive parent through Band Boosters, you guessed it!! I was pulled right in! After a few years, somehow I had ended up in the position of President!

And now, once again, I have been pulled right in!! I will be taking over as President of this wonderful and constantly growing chapter in the very near future. As I have said before, what the heck do I know?!?! One thing I do know and have learned over the past 1 ½ years, it takes many hands to keep this chapter successful. The philosophy I have used in every organization over the years is that if people don't step up, things won't happen. So far it has worked!

At our April meeting, Stephanie Salavejus talked about "Bloom Where You Are Planted". One of the things she said is that it is not enough to simply "plant" yourself as a chapter member. You must get involved in order to bloom. Won't you consider a position with the chapter for next year?

### **HRAPA BOARD**

**President: Melinee Cody** [mcody@pensoft.com](mailto:mcody@pensoft.com)

**President Elect: Jackie Kronstain** [jkronstain@cvi.canon.com](mailto:jkronstain@cvi.canon.com)

**Vice President: Verlie Medford** [vmedford@oldpoint.com](mailto:vmedford@oldpoint.com)

**Treasurer: Joyce Thompson** [joyce.thompson@cox.net](mailto:joyce.thompson@cox.net)

**Secretary: Jean Sweeney** [jsweeney@langleyfcu.com](mailto:jsweeney@langleyfcu.com)

**Membership: Jackie Kronstain** [jkronstain@cvi.canon.com](mailto:jkronstain@cvi.canon.com)

**NPW Chair: Vacant**

**Community Service: Joanne Carr** [jcarr@cvi.canon.com](mailto:jcarr@cvi.canon.com)

**Education: Cynthia Johndrow** [cynthia.johndrow@accountemps.com](mailto:cynthia.johndrow@accountemps.com)

**Newsletter: Kitty Baker** [kitty\\_baker@adp.com](mailto: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.**



## National Payroll Week — September 5-9, 2011

National Payroll Week celebrates the hard work by America's 156 million wage earners and the payroll professionals who pay them. Together, through the payroll withholding system, they contribute, collect, report and deposit approximately \$1.7 trillion, or 71.9%, of the annual revenue of the U.S. Treasury.

Did you know?

- ◆ America has 156 million workers
- ◆ Payroll taxes make up just shy of 72% of the U.S. Treasury's annual revenue
- ◆ YOU need to help publicize and celebrate America's workers and the payroll professionals who pay them!

Get involved! If you would like to help the chapter plan its NPW event, contact President Melinee Cody, [mcody@pensoft.com](mailto:mcody@pensoft.com), and/or plan to stay after the June chapter meeting for the Board meeting and share your ideas.



**Clever shopping bags. Looks like many a payroll professional but not for those that stay educated by earning their certifications, attending meetings, Congress and seminars. For anyone who either attended Congress or the Virtual Congress, please contact me so I can feature your experience in the next issue.**  
[kitty\\_baker@adp.com](mailto:kitty_baker@adp.com)



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## Summary of Changes to Health Care Reform—First Anniversary Edition

March 2011 marked the one-year anniversary of the Affordable Care Act being signed into law--and several requirements have changed since it was first enacted. The following summary provides a look at seven key changes to the provisions affecting employers and employer-sponsored group health plans that took place over the past year. Of particular significance, in case you missed it, was the **repeal of the "1099" reporting requirement** signed by the President in April.

<p><b>Repeal of Form 1099 Filing Requirement</b></p> <p><b>Changes Announced in April 2011:</b> The requirement that businesses report on Form 1099 all purchases of goods and services of \$600 or more annually is <u>repealed</u>.</p>
<p><b>Elimination of Free Choice Voucher Requirement</b></p> <p><b>Changes Announced in April 2011:</b> The requirement that employers offering health insurance coverage provide "free choice" vouchers to certain employees for purchasing health care through state-based Exchanges, beginning in 2014, is repealed as part of the <u>Department of Defense and Full-Year Continuing Appropriations Act of 2011</u>.</p>
<p><b>Early Retiree Reinsurance Program Stops Accepting New Applications</b></p> <p><b>Changes Announced in April 2011:</b> Effective May 6th, 2011, the Early Retiree Reinsurance Program (ERRP) will <u>no longer accept new applications</u> due to the availability of funds. The Affordable Care Act provided \$5 billion in financial assistance to help employers maintain coverage for early retirees age 55 and older not yet eligible for Medicare through this temporary reinsurance program designed to last until 2014 (when coverage may be purchased in state-administered exchanges).</p>
<p><b>Relief from Reporting Employer-Sponsored Health Coverage on Form W-2</b></p> <p><b>Changes Announced in March 2011:</b> The IRS provided further relief for smaller employers filing fewer than 250 W-2 forms by making the requirement to report the cost of coverage under an employer-sponsored group health plan on Form W-2 <u>optional for them at least for 2012</u> (and continuing until further guidance is issued). This requirement, set to begin in tax year 2011, was previously made <u>optional for all employers in 2011</u> last fall.</p>
<p><b>Enforcement Grace Periods for Select Internal Claims and Appeals Procedures</b></p> <p><b>Changes Announced in March 2011:</b> The Department of Labor <u>further extended the enforcement grace period</u> for select new standards for internal claims and appeals processes until plan years beginning on or after Jan. 1, 2012. The Affordable Care Act required non-grandfathered group health plans beginning a new plan year on or after Sept. 23, 2010, to implement an effective internal appeals process for coverage determinations and claims. The enforcement of certain standards was <u>previously delayed</u> until July 1, 2011.</p>
<p><b>Nondiscrimination Requirements Delayed for Insured Group Health Plans</b></p> <p><b>Changes Announced in December 2010:</b> The IRS <u>delayed the requirement</u> that non-grandfathered insured group health plans comply with the prohibition on discrimination in favor of highly compensated individuals, for plan years beginning on or after Sept. 23, 2010, until after regulations or other administrative guidance of general applicability has been issued (so any sanctions for failure to comply currently do not apply).</p>
<p><b>Group Health Plans May Change Health Insurance Issuers Without Losing Grandfather Status</b></p> <p><b>Changes Announced in November 2010:</b> An <u>amendment</u> to the original interim final regulations allows employers to offer the same level of coverage through a new issuer and remain grandfathered, so long as the change does not result in significant cost increases, a reduction in benefits, or other prohibited changes. Previously, one of the ways a group health plan could lose its grandfather status was if the employer changed issuers—switching from one insurance company to another.</p>

## *To Pay or Not to Pay—Interns that is!*

As we go into summer many college kids or even graduates will be seeking internships. In a ‘for-profit’ business environment should an intern be paid or not?

The FLSA guidelines state that a covered or non-exempt persons “suffered or permitted” to work should be paid for the services they perform. In most instances, an intern situation in a “for-profit” company would be viewed as such unless the situation meets the following tests. This excerpt is from the DOL’s Factsheet #71 Internship Programs.

See: <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

### **The Test For Unpaid Interns**

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;

The internship experience is for the benefit of the intern;

The intern does not displace regular employees, but works under close supervision of existing staff;

The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;

The intern is not necessarily entitled to a job at the conclusion of the internship; and

The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA Act.

### **Did You Know**

**The DOL has a blog?**

**The DOL works with faith-based job clubs?**

**Do you even know what a job club is?**

**Check out the DOL’s blog page to learn more!**

**<http://social.dol.gov/blog/>**

