



# The Payroll Tide Special NPW 2011 Edition

President's Corner: Melinee Cody, CPP

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**September 5-9, 2011**

National Payroll Week was established by the American Payroll Association to celebrate the hard work by America's wage earners and the payroll professionals who pay them. The Hampton Roads APA chapter is looking forward to continuing the tradition that the American Payroll Association established. We will have two dynamic speakers at our September meeting. Tim Ellenwood, will be speaking on Taxable and Non-Taxable Fringe Benefits. Since this is a broad subject, let us know if there is a specific area you want Tim to cover. Send the topic to Cynthia Johndrow at [Cynthia.johndrow@accountemps.com](mailto:Cynthia.johndrow@accountemps.com). Our next speaker for the day is Vickie Bridgeman. She will be speaking on the topic Unclaimed Property. Vickie will give us the ins and outs on how to handle wages employees do not claim.

Each year the HRAPA chapter members volunteer to teach the APA National Youth program "Money Matters". The Hampton Roads Chapter of APA is currently looking for high schools, scout troops or other youth organizations to present the program to. The course teaches youth the components of a paycheck. We explain why there are required taxes being withheld and introduce them to the need to save money for the future. Please send the youth organization information to Melinee' Cody at [mcody@pensoft.com](mailto:mcody@pensoft.com).

Hey ,you never know what I may have up my sleeve for the September meeting. I can't wait. So please join us for the National Payroll Week celebration.

The House

Local Area

Staff

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Ronald McDonald House – Norfolk, Virginia

Ronald McDonald House Charities of Norfolk (RMHC-Norfolk), an affiliate of Ronald McDonald House Charities®, was established to be a “Home Away From Home” for families who want to be near their child (age 21 and under) receiving medical treatment at one of the local hospitals.

About our Norfolk house:

Founded in 1981  
Located at 404 Colley Avenue in Norfolk, VA 23507

- 17 rooms available for families (includes one handicap room)
  - While there is no charge for our services, donations of \$25 per night are greatly appreciated to ensure these services continue to be available for future guests. **No family is ever turned away due to their inability to make a donation.**
  - Kitchen and laundry facilities available
  - Onsite parking available
  - Walking distance to Children’s Hospital of the King’s Daughters in Norfolk
  - Accessible to public transportation
- Room reservations can be easily completed online

Most importantly our house provides families a place of comfort, rest, and a way to be near their child without having to commute.

The House is made possible by many donors and volunteers in our community who want to be an encouragement to the families who stay with us.

HRAPA will be collecting food and household items to help restock the 17 units at our local Ronald McDonald House. Why you may ask? Earlier this year our very own Christy Burleson found herself in a high-risk pregnancy when it was discovered that her son PJ had developed a rare lung mass. For several months Christy lived in two different Ronald McDonald houses in Pennsylvania while she awaited PJ’s birth. Both Christy and PJ are home now but spend a lot of time in nearby Children’s Hospital of the King’s Daughters. Christy had shared with the Board that it was her family’s intention of becoming Ronald McDonald House volunteers once PJ’s health issues leveled out, so the Board decided that we would help be an extension of her family by supporting the Foundation.

We are asking members to bring in food items, and laundry/cleaning products to our September 8th meeting and at the conclusion of the meeting the Board will purchase frozen food items and take all items to the House in Norfolk. The next page has a listing of items needed. This list is also on the HRAPA web site, [www.hrpa-apa.com](http://www.hrpa-apa.com)

\* Denotes items needed the most

1. For the Kitchen :

- a. \*Frozen meals
- b. Individually wrapped snacks (i.e. chips, cookies, crackers, fruit cups, pop tarts, etc.)
- c. Coffee/Creamer, individual sugar packs
- d. Canned Meals (i.e. ravioli, spaghetti-o's, etc.)
- e. Cereal (single serving boxes preferred)
- f. Chucky soups
- g. Fruit
- h. Margarine or Butter
- i. Eggs

2. Household Goods :

- b. Swiffer Duster Refills
- c. Disinfectant Wipes
- d. Dishwashing powder
- e. Cleaning supplies (i.e. Comet, 409 Spray, Pine Sol etc.)
- f. Tall drawstring kitchen bags
- g. Furniture Polish
- h. Dryer Sheets
- i. White towels, hand towels, & washcloths
- j. White sheets (double & single flat & fitted)
- k. White Pillowcases
- l. Batteries
- m. Store Gift Cards (Grocery, Wal-Mart, Restaurant, etc.)

For the health and safety of their families, they can only accept new items. They cannot accept furniture, stuffed animals, and clothes or used toys.



**Have you voted on the proposed By-Laws changes?**

**Have you decide on which office or board position you might like to hold next year? Elections are just around the corner!**

**Fall Service Project**



**VSPC Fredericksburg Oct 13-14. Last day to register is Sept 19**



In celebration of National Payroll Week the Hampton Roads Chapter will once again be making a school supply donation on September 9, 2011 to the Marshall Early Childhood Center located in Newport News. The chapter has worked closely with the school's Principal Ms. Dildy for the last several years to ensure the items generously donated by our members, match the schools needs. The picture below shows just how generous the chapter has been over the past 5 years.

This year the school changed its name from John Marshall Elementary to the Marshall Early Childhood Center and is now a Title 1 school. Along with the name change came a change in the needed school supplies from the typical pencils, erasers, crayons, glue sticks, scissors, notebooks, folders, etc. to clothing items like underwear, socks and sweat pants. Marshall Early Childhood Center now receives funding under Title 1 for the once donated school supplies. So going forward the Hampton Roads Chapter will select another needy elementary school to once again donate the typical school supplies. Ms. Dildy has expressed her appreciation for our chapter's assistance over the years. This appreciation is a testament to the Chapters success in giving back to our community...we do make difference.



2010 donation of school supplies to then Marshall Elementary



President Melinee Cody with her "Money Matters" students in 2010



Since this year marks the 10th anniversary of the 9/11 disaster, the HRAPA wants to do something to honor the courageous men and women who were so instrumental in bringing our nation through that horrible day. So as a part of our community service we will be providing a meal to one

of the Virginia Beach volunteer fire stations that house fire fighters and EMTs. The city has a media coordinator who is coordinating all events relating to 9/11 so we don't know as of press time if we will be providing this meal on Saturday Sept 10th or Saturday Sept 17th. We should know by our meeting on Sept 8th. The chapter will buy the food but we'll need volunteers to cook, serve and clean up. All the details will be available at our Sept. 8th meeting and on our website.

### **Professional Development with Cynthia Johndrow 7 Ways to Recognize Employees During National Payroll Week**

Employee recognition should be an ongoing priority for managers. Like all personnel, payroll staff who see their efforts are appreciated are more motivated, productive and likely to remain with the company over the long term.

Taking time to acknowledge your employees' achievements during National Payroll Week can be especially powerful. This is the time to shine the light on payroll professionals and all of the ways they help your organization.

Following are seven ways you can recognize your team during this celebration:

1. **Say "thank you."** It may sound simple, but perhaps the best way to recognize staff is to thank them for their contributions. Whether in-person, via email or with a handwritten note, letting employees know you appreciate their work will show you care and motivate them to continue performing at a high level.
2. **Take the team to lunch.** Set aside a day during National Payroll Week to treat the group to a meal. Keep the atmosphere fun, and let them – and their colleagues from other departments – know this is their time to be honored.

**3. Give out bonuses.** Consider spot bonuses. Alternatively, look for options that will mean the most to your staff. For instance, you could offer movie passes to your cinema aficionados or baseball tickets to the sports fans in your department.

**4. Call out employees' achievements to executives.** Everyone likes to see their contributions highlighted, and it's particularly special when senior managers recognize their great work. If you send an email with kudos, copy your manager and, if appropriate, his or her boss.

**5. Let the group leave early one day.** It's easy, free and always appreciated. Perhaps the Friday of National Payroll Week, give your team the afternoon off to get a head start on the weekend.

**6. Decorate staff members' desks.** Adorning professionals' workstations will encourage colleagues from throughout the company to recognize their contributions.

**7. Throw a party.** Set up a celebration, and invite other managers and personnel who interact regularly with the payroll department to join. It could be over a meal or refreshments later in the day, but the key is to make it festive and focused on your team.

However you choose to recognize your payroll staff, make it personal and sincere. The time you take and effort you make will be greatly appreciated and lead to stronger relationships between you and your team.

Thanks to Robert Half International for providing this article.