



Welcome to PAYTECHonline for November 2009

TOP STORY



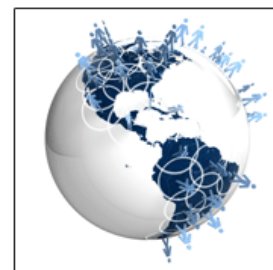
G.I. Bill Will Pay for Payroll 101 and 201

Members of the military and their eligible family members can now get top-level payroll training through their military benefits. Payroll 101 and Payroll 201 courses are now officially approved for reimbursement through the military's G.I. Bill. Learn more about other G.I. Bill-provided education assistance, as well as how you can cash in on APA's Payroll 101 and Payroll 201 courses.

WEBSITE NEWS

Arm Yourself and Your Business for Social Networking

Learn how to build your brand and further your business with social networking sites. APA and numerous other organizations have gotten into the social networking game by offering pages like Facebook, Twitter, and LinkedIn. Boost your value, and pick up a few security tips in the process.



PAYROLL RESOURCES

Were You Born to Lead?

Enhance your leadership skills and advance your career with APA's new Leadership Certificate Program. This exciting new program will give you the tools you need to advance in today's competitive market. Get details and hear about the program from other payroll leaders who experienced the LCP at the recent Fall Forum.

FEATURE

'Grant' Yourself the Opportunity to Increase Your Payroll Knowledge

APA Education Grants provide all sorts of benefits, including trips to Congress, free registration to APA classes, and full payroll libraries. Get a firsthand account from an APA member who received such a grant in 2009, and learn how you can get in on the action by applying for a 2010 APA Education Grant.

CHAPTER NETWORK

Member Drive Rewards Local Chapters for Recruitment



Time is running out on the 2009 Member Get a Member National Membership Drive. The promotion ends December 7. Learn how you can use the next few weeks to help build your chapter and secure some great prizes.

GOVERNMENT CORNER

Workplace Privacy Practices Study Wants Your Input

The HR Privacy Practices Partnership (HRP3) has designed a program aimed to identify and promote effective workplace privacy practices, and is accepting applications from any and all workplace professionals. Learn how you can contribute your organization's best workplace privacy practices.

VENDOR NEWS

BeneTrac, HSA Team Up to Offer Employee Health Savings Accounts

Plus, Workscope announces its latest version of outsourced benefits administration; and more.

NEW MEMBERS

APA Welcomes 188 New Members

Our online, searchable state-by-state listing is very handy. Use it to contact payroll people in your area, including 188 new payroll peers.



Kimberly Lentz, CPP

BUYER'S GUIDES

The 2009 Tax Filing Solutions Buyer's Guide

This month's guide is the 2009 Tax Filing Solutions Buyer's Guide. And that's not all. You can also find an extensive list of 2007, 2008, and 2009 Buyer's Guides.

PAYROLL EVENTS

G.I. Bill Offers Tuition Assistance for APA Training

Military members serve our country with great courage and pride. In return for those efforts, military personnel and qualified family members become eligible for vital professional training at little or no cost.

[Payroll 101: Foundations of Payroll Certificate Program](#) and [Payroll 201: Payroll Administration Certificate Program](#) are now officially approved for reimbursement through the G.I. Bill. This is in addition to 100% of the cost of the [Fundamental Payroll Certification \(FPC\)](#) and [Certified Payroll Professional \(CPP\)](#) certification exams being covered under the G.I. Bill, as of May 2008. Both Payroll 101 and 201 will be offered throughout 2010 at APA Learning Centers in San Antonio and Las Vegas.



Even More Tuition Assistance Available

In addition to reimbursement through Payroll 101 and 201, [APA's Payroll Practice and Management: PayTrain® Fundamentals & Mastery Program](#) is now available to military personnel and their families through a partnership with Excelsior College's Center for Professional Development. Tuition assistance may cover up to 60% of the cost. You can start your course of study any time, and open enrollment is available now.

Get Started Today

Interested in seeing how much tuition assistance you can receive toward payroll training? If so, check out [APA's G.I. Bill Education Benefits page \(on the right-hand side\)](#) for a step-by-step guide on how to apply for tuition reimbursement.

Plus, APA is a recognized member of [DANTES](#), Education Support to the Department of the Defense. For more information on tuition assistance through DANTES, [see APA's listing](#).

APA Offers 'Last Look' at 2009 Year-End Preparation

December is almost upon us, which means that year-end preparation is in full swing. Why not ensure your organization's compliance with ever-changing, oft-confusing year-end-related rules and regulations? Check out [APA's "Your Last Look at Preparing for 2009 Year-End" webinar](#), scheduled for December 3. This course is sure to arm you with the skills and know-how necessary to tackle one of payroll professionals' most important job functions.

Capital Summit 2010 Fast Approaching; Register Today

[APA's Capital Summit](#), will offer the latest on new and still-developing legislative and regulatory payroll issues that affect your operations. Get the inside scoop from government insiders in our nation's capital. The 2010 Capital Summit, scheduled for March 11-12, is sure to put you on the path to compliance. [Registration is open now](#), so don't miss this opportunity.

WEBSITE NEWS

Tips for Successful Social Networking



Social networking sites such as Facebook and Twitter have exploded lately. People use them not only in their personal lives, but in their day-to-day professional lives as well. APA has joined this phenomenon via APA pages on [Facebook](#) and [LinkedIn](#).

[Microsoft Office offers a long list of tips for promoting yourself through social networking](#), highlights of which include:

*Experiment with social networking sites, but focus the majority of your efforts on a select few. From a professional standpoint, that predominantly includes LinkedIn, Facebook, and Twitter.

*Write profiles that establish your credentials and expertise. Provide necessary contact information, website addresses, any special skills, etc.

*Be selective about your friends. It's not about how many Facebook "friends" you can amass, but rather, more important to amass a small number of connections who share your interests and expertise.

*Write recommendations for valued clients and associates (via Facebook "walls," etc.). Doing so for past and current colleagues is a smart way to do online business, and may lead to more business opportunities in the future.

Security Tips

The [United States Computer Emergency Readiness Team](#) aims to arm individuals with the information necessary to protect their personal information on social networking sites. Here are some of the tips the team offers (full list available at the URL above):

*Limit the amount of personal information you post, including addresses, information on your day-to-day schedule, and any financial information.

*Only post information you are comfortable with everyone seeing. This includes photos, personal information, etc. After all, the Internet is widely-available public resource.

*Use strong passwords, and protect your accounts with passwords that can't be easily guessed.

Free White Paper Tackles At-Home Workforce Management

Find out how you can better manage your out-of-office staff. [CyberShift](#) recently unveiled a new white paper, "Homeward Bound: How Organizations are Managing the At-Home Workforce." This new white paper examines the emerging remotely-based workforce, the opportunities and challenges these employees create, and how organizations can best manage out-of-office staff. The paper is available for [free download on the CyberShift website \(simply enter your information to have the white paper sent to you\)](#).

"As organizations transition to or start their work-at-home programs, putting the technology in place that enables employees to get the job done is easy," said Laura Hills, Vice President of CyberShift. "The hard part is managing people and processes effectively. An automated workforce management system provides organizations with real-time data and visibility into labor movement and metrics, allowing employers to align staff with business objectives and make data-driven decisions."

Facebook Page, Survey Results Highlight NPW 2009



[National Payroll Week 2009](#) may be in everyone's rear view mirror, but that doesn't mean you can't take a look back at some of the sights and sounds of the weeklong celebration of payroll. Among the highlights of this year's NPW celebration were the annual release of the "[Getting Paid In America](#)" [survey results](#) and the unveiling of the [official NPW Facebook page](#), the latter of which features a clip of [APA's Labor Day appearance on CBS' "The Early Show."](#)

Be sure to check [the NPW website](#) for more news and updates as NPW 2010 approaches.

PAYROLL RESOURCES

Achieve Your Goals With New Leadership Certificate Program



Quality leadership is vital to any organization. Are you ready to take the next step on your path to top-flight leadership? APA is inspiring better leaders with its [new Leadership Certificate Program \(LCP\)](#). The program will be offered at the San Antonio Learning Center February 10-12, 2010, and at other locations.

"After attending the Leadership Certificate Program, I felt confident about myself professionally and was amazed how it enhanced leadership skills," said Lydia Olsen, CPP, PHR. "I have already recommended the program to several of my colleagues and friends."

The Leadership Certificate Program embraces the world that leaders work in today, with specific concentration on fostering growth in the 21st century. This unique program focuses on many qualities of effective leaders including awareness of self and others, effective communication, and relationship building. The LCP features 10 modules, each of which provides key insights on leadership theory. Participants put these theories into practice through experiential activities, and receive a Leadership Certificate upon completion.



The 10 LCP modules are:

- *What Kind Of Leader Are You? A Look At Core Leadership Competencies
- *Seeing Things Differently: Building A Vision
- *It's The People: Developing Leadership Relationships
- *Stop, Look, Listen: Influential Communication
- *Nothing's The Same: Motivating Teams Through Change
- *Yes? No? Maybe: Being A Decision Maker
- *From Plan To Project: The Results Driven Leader
- *Happy Or Sad, Excited Or Mad: Understanding Emotional Intelligence
- *Staying Sharp: Embracing Intellectual Curiosity
- *Values, Ethics, Passion: The Authentic Leader

[Sign up now for the next](#) Leadership Certificate Program.

APA Members Chime In On LCP

Here's what Fall Forum attendees are saying about APA's Leadership Certificate Program:

"APA's Leadership Certificate Program, along with my many years of experience and knowledge in employment and non-employment tax reporting, remittances, and information returns filing, will help establish and substantiate my value to upper management as a leader in my area of expertise within the tax department." -- Valrie Rose-Thompson



Valrie Rose-Thompson

"The Leadership Certificate Program was a well thought out, organized, and executed course. Its foundation is the pivotal point to making a leader a successful and respected individual that will be followed and admired by peers and followers." -- Luis A. Alvarez, CPP

"The program was excellent, and it was great to have attendees from across the U.S. and from many different industries. The sessions were interactive and provided different ways to look at issues and ways to work with different personality types. I enjoyed the instructor's presentation on past leaders and what made them a leader. Leadership is a learned skill, and we may make mistakes along the way, but we need to continue to strive to improve our skills and be the best we can." -- Mary Brumm, CPP



Mary Brumm, CPP

See How Your Salary Stacks Up Against the Payroll Industry

Wondering how your salary measures up against industry standards? If so, [APA's 2009 Survey of Salaries and the Payroll Profession](#) is your ticket to that information. This biennial overview of payroll-related salaries--available in PDF form, with the first download free for APA members--offers an overview of compensation and benefits, payroll trends and technology, operations, management, and costs within payroll departments nationwide.

Answers to November PAYTECH'S Crossword Puzzle

Did you try your luck with the Crossword Puzzle in the November issue of PAYTECH? If you were stumped by a few of the clues, [look here for the answers](#). But ONLY look if you are truly ready to fess up to defeat!

Look for the next Crossword Puzzle in your January 2010 issue of PAYTECH.

FEATURE

Take the Next Step In Your Career: Apply for the Payroll Education Grants

By Mary Brumm, CPP

Every January, I get an e-mail from APA detailing [the Payroll Education Grant page](#) and how to apply. Little did I know that after receiving the e-mail this year, it would lead to one of the happiest and most rewarding experiences of my career--actually winning an education grant.



APA Education Grant winners receive a free trip to the 28th Annual Congress, scheduled for May 25-29 in scenic Washington, D.C.

Application Process

The application process for receiving an APA Education Grant included providing two letters of recommendation. I asked two colleagues and both completed those letters within a week. Having the letters completed kept pressure on me to finish and submit the application.

The application was due as I was preparing to go on vacation. As I packed my bags, I submitted my application, thinking I didn't have a chance in the world to win. In mid-April I received a call telling me that I had been selected to receive APA's Payroll Education Grant. I was sure it was a mistake, or that maybe I had heard it wrong. Once I came to my senses, I learned that one of the benefits of receiving an Education Grant included free airfare, hotel, and registration to Congress.

The Congress Experience

I was so thrilled to be in Long Beach, Calif, at the 27th Annual Congress. I was so proud when APA Executive Director Dan Maddux called my name and gave me my certificate. I was truly proud to be an APA member and a payroll professional. I was honored to be chosen and planned to use the education and books I received to assist others in achieving their payroll goals.

Education Grant Benefits

Winning a Payroll Education Grant also allowed me free registration to APA classes, audio seminars, and webinars for one year, along with a copy of all APA publications. I attended the Payroll Tax Forum, Mergers and Acquisition Forum, and Strategic Payroll Practices in June. I attended the Payroll Best Practices class in July, the Fall Forum in September, and Payroll in the United Kingdom in October. I have enjoyed a bevy of audio seminars, and have had my department join me in listening to some of these web-based resources. This helps my entire team keep their skills current and share my experience with me.

The grant has helped me expand my payroll knowledge by providing classes and educational material. I plan to use this knowledge by helping others prepare for the CPP exam.

So, in January 2010, when you receive the e-mail about the APA Education Grant, I encourage you to apply. Who knows, it may just change your life.

How to Apply

To apply for a Payroll Education Grant, check out [the Payroll Education Grant page](#) and follow the instructions.

Mary Brumm, CPP, is Payroll Manager for NVIDIA.

CHAPTER NETWORK

Still Time to Participate in Member Get A Member National Membership Drive

Join in the 2009 Member Get A Member National Membership Drive to reach out into the payroll community, build local chapters, and promote APA benefits.

Participation is simple; submit your chapter's current membership list immediately, and recruit new members and companies during the next few weeks. Then, submit a list of newly recruited National APA members to APA's Chapter Relations department by December 7. Submit your chapter's membership lists to chapterrelations@americanpayroll.org.



All local chapters who attain new national members will win prizes. For more information on the guidelines and prizes, please view the [Member Get A Member flyer](#). As an added bonus, [APA is waiving the \\$35 enrollment fee](#) for all chapter members joining APA National during the campaign. [Click here](#) to access the APA Membership Discount Application.

Free Chapter Leadership Webinar Provides Membership Development Advice

If you want to take your local APA chapter to the next level through membership development, retention, and mentoring, then [register for the free Chapter Leadership Membership Development Webinar](#). This 90-minute webinar, scheduled for Friday, December 11 at noon, CST, will be presented by APA's Chapter Relations department. Learn how to increase participation and interest within your chapter's membership, no matter the size of your chapter.

The webinar's special guest speaker will be APA's 2007 Payroll Man of the Year, Ron Moser, CPP. As a founding member of [the Buffalo-Niagara Area Chapter in New York](#), Moser—who served as Chapter President for 10 years—has firsthand experience of the challenges of growing a chapter in a small market. Over the past 10 years, his chapter has grown from six to 60 members. As Statewide Conference Planning Chair for two of the four conferences the Buffalo-Niagara Area Chapter has hosted, Moser will share how conferences are a great place to attain new members.

Chapter President Profile: CPP

Teresa Jordan,



Teresa Jordan, CPP, accepts a proclamation from the City of Augusta (Ga.).

By Caren Bennett

Teresa Jordan, CPP, President of the [Central Savannah River Area Chapter APA](#), had been an APA member for many years before taking the initiative to start a chapter in her own community.

"I always knew that the Augusta (Ga.) area could support a chapter if someone would just start one," she said. "When I joined ADP as their Corporate Payroll Manger, I knew that I would need to be the one to get the chapter up and running."

As Chapter President, Teresa brings payroll education to the Augusta area. She leads monthly chapter meetings where members discuss relevant and timely payroll topics. Teresa sends notices to her members in advance letting them know what the monthly topic will be, which encourages participation.

Teresa says that the most enjoyable aspect of being president is the knowledge that the members are benefiting from the chapter. She encourages and supports her members to be active and volunteer, and because of these efforts, membership is growing.

Teresa's chapter is dedicated to community service. Last year, the chapter held a bake sale, raising over \$800, which was used to buy Christmas gifts for teenagers living with foster families.

In addition, Teresa says the numerous networking opportunities that come with serving as Chapter President have greatly benefited her career.

"To be able to reach out to fellow payroll managers is very helpful," she said.

2009 Study Groups and Statewide Meetings

[Study Group list](#)
[Statewide list](#)

[Study Group Registration Form](#)
[Statewide Registration Form](#)

Contact Us

For anything chapter-related, or for more information about the issues above, please contact the Chapter Relations Department at (210) 226-4600 or chapterrelations@americanpayroll.org.

GOVERNMENT CORNER

Shine Light on Effective Workplace Privacy Practices

Does your organization have a practice--something that it does--to protect the privacy of employees or applicants that others should know about? It doesn't have to be something big, like a sweeping privacy program or a comprehensive privacy policy. Rather, it could be some measure you put in place in relation to third-party processors. Or something simple, like using locked shredding bins to dispose of unwanted reports.

The HR Privacy Practices Partnership (HRP3) is a coalition of volunteers representing nine U.S. and Canadian organizations, including the American Payroll Association through the work of the Government Affairs Task Force. HRP3 has created a program to identify and promote effective workplace privacy practices, and invites you to nominate actual practices for posting in its [online Practice Library](#). All the information you need to nominate a practice can be found on the HRP3 website.



Practices that are posted may identify your organization, burnishing its public image as a responsible steward of personal information, or they may appear without such identification. Either way, the important thing is that the practice be one that is actually being followed and found to be worthwhile. A small investment of your time can help your organization and the community of payroll, HR, and IT professionals to strengthen privacy protections for employees and applicants. Nominations are welcome at any time, but would be particularly appreciated before November 30, 2009.

Health Care Reform Could Require W-2 Reporting of Employer-Provided Health Coverage

Read the [November edition of Inside Washington](#) to learn about:

*While W-2 reporting of health care benefits might be a necessary component to support reform proposals, APA urges Congressional committees to delay the requirement until tax-year 2011.

*APA members make recommendations to improve E-Verify handbooks. Besides the general handbook, there is a specialized one for federal contractors. Suggestions from the Government Affairs Task Force include clarified instructions for communicating an employee's tasks when he or she is subject to a tentative nonconfirmation.

You can always learn more about the lobbying activities of APA's Washington office and the six subcommittees of the Government Affairs Task Force by visiting the [Government Relations section of the APA website](#).

Don't Let Your Employees Be Underwithheld



Handout Reminder Ideal for Keeping Employees in the Loop
By Scott Mezistrano, CPP

The new 2009 withholding tables issued to implement the Making Work Pay Credit may place some employees in an underwithheld situation by the end of the year. To avoid employee complaints about owing taxes when they file their 2009 income tax returns in 2010, remind them right away to review their W-4 status and to file a new Form W-4 if necessary.

Even people who aren't affected by the Making Work Pay Credit could need to change their W-4 due to any number of lifestyle, work, and family-related reasons.

IRS regulations say you should remind your employees every year by December 1 to review their W-4 status, and APA has made your job a little easier by providing you with this "[W-4 Reminder](#)" to give to your employees.

The "W-4 Reminder" explains:

*Who might be underwithheld due to the Making Work Pay Credit.

*The other factors that could change someone's W-4 status.

*Reviewing one's paycheck to verify name, address, state/local taxation.

*IRS statistics on tax return refunds. For tax year 2008, 83% of taxpayers received a refund on their personal income tax return, and the average amount of the refund was \$2,683. ([IRS Information Release 2009-46](#))

*IRS statistics on tax return penalties. During IRS' fiscal year 2008, 8.6 million taxpayers were assessed an average penalty of \$279 for failing to pay enough tax during the year. ([IRS Data Book, Fiscal Year 2008, Table 17](#)).

You can fulfill your "reminder duty" by e-mailing this "W-4 reminder" to all employees or e-mailing them the link to where it exists on this website or on your company Intranet. Or you could deliver a printed copy to each employee.

Resources for Spanish-Speaking Employees

The IRS has a Spanish version of Form W-4. It is called [Forma W-4\(SP\), Certificado de Exención de la Retención del Empleado](#), and it can be used in place of Form W-4.

Actually, the IRS has an entire section of its Web site in Spanish, with many of the same offerings found in the rest of the site, including the Withholding Calculator, information on the Earned Income Credit, news bulletins for taxpayers, links to Spanish forms and publications, links to forms specifically for residents of Puerto Rico, information on choosing a tax preparer, and a Spanish-English glossary of commonly used IRS words and phrases. Check it out at <http://www.irs.gov/espanol/index.html>.

Dispose of Returned Forms W-2 If You Can Reproduce Them Electronically

Here's a piece of great news for you as you plan your year-end process. If you can electronically reproduce a Form W-2 that you weren't able to deliver, then you do not need to keep the original! Think of all the bins or drawers of returned W-2s that won't be taking up room in your office anymore.

APA has been asking for this for a few years via the [Federal Tax Forms and Publications Subcommittee of our Government Affairs Task Force](#) and our participation on the IRS Information Reporting Program Advisory Committee. We're very happy about this.

You can read the specific language about this change and other important W-2 clarifications (new treatment of military differential pay, W-2 reporting of nonqualified deferred compensation plans, and more) in [PAYROLL CURRENTLY, No. 2, Vol. 17](#). See the article on page 3, which also provides a link to the actual W-2/W-3 instructions from IRS.

VENDOR NEWS

BeneTrac, HSA Bank Offer Employee Health Savings Accounts

[BeneTrac](#), a Paychex company, announced that employers can enroll employees in a Health Savings Account (HSA) with HSA Bank through BeneTrac's employee benefits administration software. HSA Bank is a Milwaukee-based company that specializes in Health Savings Account administration.



Employees can enroll in an HSA-compatible health plan and an HSA with HSA Bank at the same time. According to the company, organizations and their HR departments will benefit from a consolidated open enrollment through one streamlined process. Information is transferred from BeneTrac to HSA Bank, reducing the paperwork and confusion while speeding up the enrollment process and facilitating faster employee access to their HSA.

Workscope Announces Latest Version of Outsourced Benefits Administration

[Workscope](#) has released OBA Enterprise, an outsourced benefits administration platform. OBA Enterprise transforms the annual benefits enrollment process from a routine transaction to a strategic, cost-effective business process. OBA Enterprise features web-based, self-service applications and delivers greater integration of decision-support tools and flexible spending accounts.



For online benefits enrollment, OBA Enterprise delivers an interactive Adobe Flex-based presentation that prompts and guides the employee through the options. Additionally, online reporting tools enable employers and consultants to audit transaction data, understand enrollment patterns, and identify utilization levels for specific enrollment tools.

ADP Delivers Integrated Workforce Management Solution

[ADP](#) has launched ADP Workforce Now. This new offering delivers a single-source, integrated experience for mid-market companies, including HR, benefits administration, and payroll. Workforce Now helps clients manage and navigate the pressing business issues and challenges facing the mid-market.



"ADP Workforce Now delivers the single-solution, single-service experience and single point of accountability that the mid-market needs," said Campbell Langdon, President of ADP Major Account Services.

NEW MEMBERS

APA Welcomes 188 New Members!

To use this [new member list](#): Download the file to your computer and open the file. You should see a listing of states and Canada in the left-hand frame (the "Bookmarks" window). Simply click on the state you want and you will go to the proper page. If you do not see the Bookmarks window, click F5. This list can be printed on any printer.

To contact new members on this list: Use the APA's searchable online membership directory (for use by APA members only). The directory is really easy to use. Just log in to the Members Only page by using the login at the right. After you log in, click on Member Directory and you will be transported to the Member Search page.

BUYER'S GUIDES

Use these handy Adobe files to find the tools you need to accomplish your payroll goals. To access these Buyer's Guides, simply download the appropriate .pdf file to your computer and open it.

Featuring this month:

[2009 Tax Filing Solutions Buyer's Guide](#)

These other Buyer's Guides are also available:

[2009 Software-as-a-Service \(SaaS\) Providers](#)
[2009 Time & Attendance Buyer's Guides](#)
[2009 Garnishment Options Buyer's Guide](#)
[2009 Outsourcing Options Buyer's Guide](#)
[2009 Paycard Providers Buyer's Guide](#)
[2009 Workforce Management Buyer's Guide](#)
[2009 e-Payroll Providers Buyer's Guide](#)
[2009 Payroll & HR Consulting Services Buyer's Guide](#)
[2009 Self-Service Solutions](#)
[2009 Time & Attendance Systems](#)
[2008 Data Privacy](#)
[2008 Tax Filing Solutions](#)
[2008 Biometric & Other Time and Attendance Technologies](#)
[2008 Garnishment Options](#)
[2008 Outsourcing Options](#)
[2008 Paycard Providers](#)
[2008 Workforce Management](#)
[2008 Unemployment Insurance Administration Solutions](#)
[2008 Application Service Providers](#)
[2007 Forms, e-Forms & Check-Printing Solutions](#)
[2007 Benefits Administration Outsourcing](#)

All Buyer's Guides can be downloaded. Use these handy Adobe files to find the tools you need to accomplish your payroll goals. To use these Buyer's Guides, download the appropriate .pdf file to your computer, and open the file.

