

Chicago Chapter - APA

February, 2010
Volume 4, Issue 2

Newsletter of the Chicago Chapter of the American Payroll Association

2010 Calendar

- January
No Meeting
- February
6- CPP Review Class
20- CPP Review Class
- March
6- CPP & FPC
Review Class
18--Chapter Meeting
Canadian Payroll
20--CPP & FPC
Review Class
27--CPP Review Class
- April
10--CPP Review Class
23--VISA's & I9
- May
25-29 - 28th Annual
Congress,
Washington, DC
- June
TBD- Chapter Meeting
Garnishments
26-27-Relay for Life
Westchester
- June/July
COG's Various Outreach
- August
26 - Chapter Meeting
Tax Day All Day
Meeting
Officer Elections
- September
6-10 National Payroll
Week Celebration
10- NPW Legoland
- October
7-8-- 16th Annual
Illinois Statewide
- November
4--Preparing for Year-End
13-- Holiday Party

Official newsletter of
the Chicago Chapter

Become the Wizard of Your Destiny



Chapter Supporting The Efforts in Haiti:

As we all have seen the devastation and needs of the Haitian community the Chapter will be providing an outlet for our members to share their concern and support. As seen this past Wednesday, miracles are still occurring as they found the teenager alive under the rubble after 15 days. We can also share in giving this community hope through sending a donation to the Red Cross. The chapter will match \$.50 for every dollar we collect over the next three months. Donations will be accepted at our certification review courses, upcoming chapter meeting in March and April or can be made via Paypal from the chapter website at www.chicagopayroll.com. Donations by check can be made via check, payable to Chicago Chapter with the notation Haiti Outreach. Mail checks to the mail station: Chicago Chapter 4740 N Cumberland Ave #355 Chicago Illinois 60656.

The chapter will provide updates in the upcoming newsletters and all sending donations will be notified they have been received and appreciated. Thank you in advance for supporting the Chicago Chapter and showing your concern for those in Haiti through our organization.



SAVE THE DATE!!

Join us for the first meeting of 2010!

REGISTER TODAY!!

Join fellow payroll professionals
At the First 2010 Chicago Chapter Meeting
Gather must know issues related to
Canadian Payroll

Thursday, March 18, 2010
8:30 AM to 1 PM

Hosted and Sponsored by

Kronos Inc.
475 N. Martingale Road
Schaumburg, IL 60173

Invite with agenda and speaker confirmation will be
emailed shortly.

Members fee \$ 15.00 Non Members \$ 20.00

Register by calling the helpline at 1-773-631-8480
Or email to chicago_chapter_apa@hotmail.com

Mail payment to:
Chicago Chapter
4740 N Cumberland Ave #355
Chicago IL 60656
Or register and pay with Paypal at
www.chicagopayroll.com



2009 Chapter Officers

President
Mary Kazmierczak, CPP

Vice President
Paula Black, CPP

Recording Secretary
Kathy Mizejewski, CPP

Treasurer
Katie Staffeldt, CPP

Gov. Liaison
Kim Childress, CPP

Correspondence Secretary
Mary Weiner, CPP

Education Director
Rachel Brooks, CPP

CAPA COG

Outreach for Students with Special Needs



Come and join the fun at the Annual Card and Bunco Party sponsored by the St. Celestine Special Education Program

The theme this year is "Over the Rainbow" There will be fun raffles and great prizes, table prizes and refreshments

The event starts at 7 PM (Doors open at 6:45) Friday, February 19, 2010 at St. Celestine's Gym,

3020 N 76th Court, Elmwood Park (Entry through the Annex from the parking lot) Call Kathy Mizejewski for tickets(\$5) or information - 708-363-5986 Hope to see you there!

"Ain't about how fast I get there, Ain't about what's on the other side. It's the Climb"

-----Mylie Cyrus

Supporting our Troops , Veterans and Fallen Soldiers

The Chapter has joined the USO as volunteers. We attempted to reach out during the holiday season, but could not solidify a date to show our support. In 2010 we will be working with the USO center at the O'Hare Airport. We will be coordinating a goody drive to be sent to the troops for Independence Day as a show of support and gratitude for their sacrifices for our freedom. Additional information on making donations to this goody drive will be listed in the February Newsletter.



Ongoing Outreach Opportunity

Pop Tabs For Ronald McDonald House

The Chapter continues to collect pop tabs for the Ronald McDonald House. Tabs can be brought to any Chapter meeting or event or mailed to us at:

Chicago Chapter
4740 N. Cumberland Ave #355
Chicago Illinois 60656

Ronald McDonald House Event

We have collected a large tub of pop tops thanks to our members collecting them throughout 2009. The chapter is planning on delivering them to the Ronald McDonald house on Valentine's Day (February 14-Sunday). Join us as we take our donation to RMH on Tripp Avenue in Hines Illinois. We will be meeting at 9:30 a.m. in the parking lot at the entrance. To warm the hearts and hearth the Chapter will be baking cookies in the RMH kitchen for the guests at the house.

If you are interested in joining us for this outreach event, please email the chapter mailbox at Chicago_Chapter_apa@hotmail.com We will be visiting and baking until noon.

Charity Suggestions

Are there any foundations or local organizations you hold dear to your heart or would like the chapter to share in supporting? We are looking into the Make a Wish organization, American Diabetes organization and local shelters to provide support. We would like your input on these or the name of any organization you have knowledge of that the chapter could assist through outreaches.

E-mail us at chicago_chapter_apa@hotmail.com

**Upcoming
Chapter Meetings**

March 18
Kronos Inc.
475 N. Martingale Rd
Schaumburg, IL
60173

Canadian Payroll
9:00 am-1:00 pm

April 23
Location TBD
VISA & I9
9:00 am-1:00 pm

June TBD
Garnishments
Art Institute
Chicago IL
9:00 a.m. – 1:00 pm

June 26-27
6:00 pm-6:00 am
Relay for Life
American Cancer
Society
Westchester

July
Volunteer Meeting
TBD

August 26
9:00 am-4:00 pm
Tax Day
Officer Elections
Continental Breakfast
8:30 am
White Eagle Banquet

NPW Celebration
September 2
TBD

November 4
9:00-1:00 pm
**Preparing For Year
End**

November 13
Holiday Party
Location TBD

GOVERNMENT CORNER

**IRS NEWS FOR PAYROLL
FEBRUARY 2010**

- The [Virtual Small Business Tax workshop](#) has been updated and include lessons on employment taxes.
 - [Notice 09-95](#) delays the effective date on the use of smartcards, debit or credit cards, or other electronic media to provide qualified transportation fringes under Section 132(f), until January 1, 2011.
 - There are new procedures to determine the amount of income tax to withhold from nonresident alien employees for wages paid in 2010. Section 9 of the [2010 Publication 15](#), (Circular E), Employer's Tax Guide has the details.
 - [REG 137036-08](#) contains proposed regulations relating to employment tax liability of agents on wages paid for home care services.
 - Form 2210 instructions explain the procedure for a waiver of underpayment of estimated tax penalty if the underpayment was caused by adjustments made in the income tax withholding tables that took effect in spring 2009.
 - Find [The "What Ifs" of an Economic Downturn](#).
 - *Archived material from a recent identity theft [webinar](#) and other presentations is available.*
 - IRS.gov has [educational materials](#) to help recognize and avoid the pitfalls of "too good to be true" abusive tax schemes.
 - [IR-10-01](#) The IRS Return Preparer Review Report recommends mandatory testing, registration and continuing education for paid tax return preparers beginning in 2011.
 - New [Publication 4819](#), *Important Information about the First Time Homebuyer Credit*, is now available.
- EMPLOYEE PLANS
- The latest issues of the [Federal State and Local Government newsletter](#) and the [Employee Plans News](#) are available.
 - [Announcement 09-89](#) provides for a remedial amendment period for employers to either adopt a pre-approved plan with a favorable opinion letter or apply for an individual determination letter when available.
 - [Notice 10-06](#) permits taxpayers to correct certain failures of a nonqualified deferred compensation plan to comply with the plan document requirements of § 409A.

Education Area

28th Annual Congress!-Washington, DC

Registration for the Payroll Hero event of the Year is now open! Mark your calendar and make your plans to attend the premier payroll event of the year! Share your payroll wizardry with fellow Payroll Heroes at the 28th Annual Congress held May 25-29, 2010 at the Gaylord National Resort and Convention Center in National Harbor Maryland.

Make your reservations today by visiting www.americanpayroll.org

**Bolster Your Career – Enroll in a
PayTrain® College & University Course
Today!**

Stand out with increased knowledge and confidence. Stay on top of new regulations and legislation impacting payroll and get noticed with improved job performance.

Prepare for FPC/ CPP certification exams. Increase your value to your employer and your professional credibility by earning a payroll credential. Our courses will help prepare you for the Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) exams, and you'll earn up to 36 Recertification Credit Hours (RCHs) after your certification.

Build your network. Interact with instructors and peers with significant payroll experience.

The American Payroll Association (APA) has partnered with a [school in your area](#) to provide a simple solution to your training needs! APA's [PayTrain College & University](#) program consists of two non-credit courses, *PayTrain Fundamentals* and *PayTrain Mastery* that will prepare you or your staff for FPC/ CPP certification and for the daily challenges faced by payroll professionals.

DePaul University
February 22, 2010
Janie Rollington
312-362-5792

Mailing Address:

Chicago Chapter
APA
4740 N Cumberland
#355
Chicago, IL 60656

Phone:

(773) 631-8480
{24-hr. Recording}

E-mail :

[Chicago_Chapter_ap
a@hotmail.com](mailto:Chicago_Chapter_ap
a@hotmail.com)

**Come Join in the
Building of our Chapter!**

**“Teamwork divides the task and multiplies
the success.” ~Author Unknown**

If you would like to join our extended board family, as a committee member, we welcome your energy and vision! Committees are being formed in the following areas:

COG- Chapter Outreach Group - members will work on community and charitable outreach events

Educational Committee- Arrange and/or present at schools, youth and adult organizations on the importance of education and providing knowledge and clear expectations about their paycheck. As well as seeking and recommending creditable speakers for meetings.

Hospitality Committee- handling registration at meetings, responsible for gathering and distributing communications provided from members at meetings to the board for follow up, Welcoming members at Chapter events.

Membership Committee—Making wellness calls to our members, working to increase membership and communications to our members

National Payroll Week- Assist in mailing requests for proclamations, planning of Chapter contest and celebration for membership

Nomination Committee- Verify officer nominations for valid APA membership, and act as election officials for Chapter Officer Elections

Statewide Committee- Assist with the planning and preparations for the annual Illinois Statewide Conference.

Vendor Support Committee- Contact vendors and prospective vendors for support of our organization.

“100 Years from now it will not matter what my bank account was, the type of house I lived in, or the kind of car I drove, but the world may be different because I was a Volunteer!”



The Chicago Chapter values each and every one of our members. Our sincerest appreciation for your ongoing support and dedication to our organization and profession.



**2010 Relay for Life
You are invited!**

**Relay For Life of Westchester
Kick Off Party
January 12th 7:00pm - 8:30pm**

2 Westbrook Corporate Center-Tower 2

Help fight cancer with your community!

The festivities will kick off at 7:00 pm with music, food, and mingling. At 7:30 there will be a presentation on how to help fight back against cancer through Relay. Then guest will have an opportunity to socialize, sign up a team, and enjoy dessert.

Register today for TEAM CAPA at www.relayforlifewestchester.com.

Please feel free to bring guests.

Everyone that brings someone new to the kick off will be entered to win PRIZES. If your new guest registers a team you will receive a Relay reusable shopping bag and your team registration fee will be waived.

For more information or to ask questions please contact Katie Staffeldt at 630-742-7747 or coasterk8@yahoo.com

~~~Thank you and Happy New Year ~~~

**Many hands make light work.  
~John Heywood**

## Chicago APA Chapter Membership 2010

### Time to Renew or Join Chicago Chapter of APA

- [Current Members - It's time to renew your Chicago Chapter Membership for 2010!](#)

To maintain benefits, members are required to renew their membership each year. Annual Chapter Dues for 2010 are \$50.00.

- [Interested in Joining the Chicago Chapter APA?](#)

Annual Chapter Dues for 2010 are \$50.00. Join today and begin receiving chapter benefits immediately!

- [Pay for your Chicago Chapter Membership - Join/Renew](#)

- Online with a Credit Card using PayPal at [www.chicagopayroll.com](http://www.chicagopayroll.com) or
- Send a check payable to Chicago Chapter APA to Chicago Chapter APA, 4740 N. Cumberland Ave #355, Chicago, IL 60656. Be sure to include your name, company name, address, email and phone number and APA National Membership Number, if you have one.

### What are the Benefits of Belonging to the Chicago Chapter?

The Chicago Chapter exists to share and promote knowledge, professionalism, high standards of performance, networking and communication among payroll professionals in the Chicago area through offering educational events and community service activities.

## Salary Center



The Robert Half Salary Center provides up-to-the-minute commentary and analysis on hiring and compensation trends. You also can use the link at right to access our [Salary Calculator](#), which makes it easy to quickly look up a single position and salary data customized for your city. Or you can request your free copy of the *2010 Salary Guide*.

### Chapter Benefits include:

- Organization website [www.chicagopayroll.com](http://www.chicagopayroll.com) - featuring chapter educational events, compliance updates, job opportunities, networking events and vendors; links to National APA site and other key payroll websites
- Monthly Newsletter - keeps members up to date with the latest and upcoming events
- Hotline Service - assistance with payroll topics provided by member volunteers
- Education and training - members receive admission discounts and recertification credits for attending quarterly educational sessions, FPC & CPP review and study groups and the IL Statewide conference
- Access to 200 local Members - networking with professionals in your same industry, size, software services and expertise on various payroll topics
- Participation in award-winning Chapter that is acknowledged at APA National level for their achievements; past presidents who have also become presidents at the national level
- Promote community service through payroll education for various groups and charity events
- National Payroll Week - chapter participates in special events and community education events that recognize payroll professionals and their support of the payroll withholding system.
- Annual Recognition & Holiday Party - celebrate/award member and chapter achievements; members receive discounted admission

### Building Leadership Skills for the 21st Century - Leadership Certificate Program



The Leadership Certificate Program embraces the world that leaders work in today, with specific concentration in 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. This new 3-day workshop is now coming to cities around the country

[Download Brochure](#)

View [additional conference information](#).

## APA Access Corner

### IN-HOUSE TRAINING

APA can bring any of our courses to your site, or we can customize a course for your staff's specific needs. Contact us at [inhouse@americanpayroll.org](mailto:inhouse@americanpayroll.org).

### The Leadership Certificate Program

The Leadership Certificate Program embraces the world that leaders work in today, with specific concentration in 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. This new 3-day workshop is now coming to cities around the country.

### What you will Learn

The concept of leadership and four distinct leadership styles.

How to build a framework of aligning organizational goals with vision.

How to build effective relationships with different personality types.

Motivate teams through change.

The eight step decision making process. How emotional intelligence impacts working teams.

### Who Should Attend?

Payroll and Accounts Payable professionals who are currently in a leadership role or who aspire to be leaders within their organization.

### Recertification Credit Hours

Earn up to 18 Recertification Credit Hours (RCH), 1.8 Continuing Education Units (CEU), or 21 Continuing Professional Education (CPE) hours when attending this course.

Program level: Basic

Field of Study: Personal development

Chicago, April 21-23, 2010

Register at <http://www.americanpayroll.org/>



**Apply for the APA, Global Cash Card, and Kronos 2010 Payroll Education grants**  
**[Download the application today.](#)**

The American Payroll Association, Global Cash Card, and Kronos would like to honor payroll professionals for their commitment to education and professional growth. Ten deserving APA members will receive APA training and resources at absolutely no cost through the **Payroll Education Grants**.

**Don't delay — [apply today!](#)**  
**The application deadline is March 15, 2010.**

APA, Global Cash Card, and Kronos Payroll Education Grants will be presented at the 28th Annual Congress in Washington, D.C., May 25-29.

For more information, visit [www.americanpayroll.org/members/edgrant](http://www.americanpayroll.org/members/edgrant)

## NPW Corner :

Tell us what you are planning for NPW

## AAPA Corner

Even if your training budget is limited, your training options aren't. AAPA's On Demand options allow you to stay informed on various accounts payable operational and compliance issues without leaving your office.

[Register for AAPA Webinars On Demand today!](#)

### [Webinars On Demand](#)

These convenient, pre-recorded webinars allow you to receive essential AP training without leaving your office.

- Reimbursing Employees' and Independent Contractors' Business Expenses
- Internal Controls
- When AP and Payroll Should Talk
- Who Is an Employee and Who Is an Independent Contractor

These 90-minute webinars are ready now, 24/7, whenever you need them.

### ?? Ask a Member ??

Are you curious about a specific best practice? Interested in how other payroll professionals handle a specific task? Here is a new way to receive your answers and maybe make a networking connection.

Please share your experience. Send an email to the Chapter mailbox and we will forward the information on to the requesting party to create the new networking connection and post the answer to benefit the membership curiosity.

## THE UN-COMFORT ZONE with Robert Wilson

### *The Reward is in the Eye of the Beholder*

In the early 1970s I was a young teenager who was completely caught up in the *Zeitgeist*. I admired the long-haired rebels and radicals who were engaged in protesting the establishment and developing the counter-culture. I didn't really know what any of that meant, but to me it was all about empowering youth and declaring our independence from the adults. My parents in particular.

As with any normal teenager, I was trying to grow up as fast as I could. And, because it annoyed my parents, wearing my hair long was its perfect expression. That, and it was *de rigueur* among all the teenagers who wanted to be cool. So, the longer the better - or in the immortal words from the title song to the 1968 Broadway Musical *HAIR*, "Oh, say can you see, My eyes if you can... Then my hair's too short!"

## THE UN-COMFORT ZONE with Robert Wilson con't:

It drove my parents completely crazy. They could not understand why any male would want to wear long hair. We fought about it all the time.

Meanwhile, I was in my first year of high school and the transition to a new school was causing my grades to drop dramatically. My parents saw an advantage, and the law was laid down: keep my grades above a certain minimum or cut my hair. It worked. I brought home a dismal report card, and it was off to the barber shop. Not surprisingly, my next report card met the minimum.

The formula is simple: if you can find out what is valuable to someone, then you have the key to motivating them. For me, at age 13, the length of my hair became the coin of the realm.

A year later, I accidentally made the Honor Roll. I say it was an accident because I was only trying to meet the minimum grades required by my parents and I somehow exceeded that. When I received the engraved certificate with the embossed gold seal, I was surprised by the feeling it gave me. I felt important - especially when my teachers praised me. I liked that feeling, and I wanted to experience it again. Suddenly the coin of the realm changed, and it was no longer the length of my hair that was motivating me. It was high grades and the sense of pride they gave me. Oh, my hair continued to grow, but my grades were all about achievement. From that point forward until I graduated, I never failed to make the Honor Roll.

Find out what is valuable to the person you want to motivate. What hobbies do they have? What are they passionate about? How do they spend their spare time? Then when you learn what rocks their world, find a way to tie your goals to it.

If you're not sure what is valuable to someone, you can always make them feel important with an award or some other public acknowledgment. Everyone likes to hear their name announced in recognition at company or association meetings. Everyone likes to read their name in print in the organizational newsletter or website. Many business newspapers have a section where you can post your employees promotions and accomplishments. These low-cost to no-cost incentives truly have the power to motivate.

Robert Evans Wilson, Jr. is a motivational speaker and humorist. He works with companies that want to be more competitive and with people who want to think like innovators. For more information on Robert's programs please visit [www.jumpstartyourmeeting.com](http://www.jumpstartyourmeeting.com).

CHICAGO CHAPTER -APA  
4740 N CUMBERLAND #355  
CHICAGO, IL 60656