

Chicago Chapter - APA

October 2009
Volume 3, Issue 10

Newsletter of the Chicago Chapter of the American Payroll Association

2009 Calendar

January
No Meeting

February
7- CPP Review Class
19-Chapter Meeting
A Strong Career
21- CPP Review Class

March
7- CPP & FPC
Review Class
21--CPP & FPC
Review Class

April
4- CPP & FPC
Review Class
11-CPP Review Class
22- Payroll Frequency
Changes & direct Deposit

May
19-23 - 27th Annual
Congress,
Long Beach. CA

June
12 - Chapter Meeting
Garnishments
27-28-Relay for Life
Westchester

July
16 - OTSC Camp evening
18- Volunteer Meeting

August
20 - Chapter Meeting
Tax Day All Day
Meeting
Officer Elections

September
6-11 National Payroll
Week Celebration
10- NPW Legoland

October
8-9-- 16th Annual
Illinois Statewide
29-Chapter Meeting
Preparing For Year End
31 -Greater Food Depository

November
7- Holiday Party

Official newsletter of
the Chicago Chapter

Building on a Solid Foundation



Welcome!

It is hard to believe that we are in the fourth quarter with another year end quickly approaching. The year is not over yet! The Chapter will be co hosting the 16th Annual Statewide Conference on October 8-9, 2009 with fellow chapters Fox Valley and Central Illinois. This has been a wonderful coming together and the event promises to be educating and motivating for all!

We have one more educational meeting, two community outreach opportunities and the Annual Holiday event to complete the 2009 Building on a Solid Foundation year of 2009.

Details on these opportunities can be found throughout the newsletter.

The Chapter Officers have also been reviewing our current By-Laws and Processing Guide procedures. We will be providing you with formal communications to review on the requested amendments and an invite to attend a special meeting regarding the proposed changes and vote for their ratification.

The proposed ratifications will reinforce the solid foundation of our organization and provide future stability and growth opportunities utilizing Best Practices in the 21st Century,

The Chapter board is also planning our calendar for 2010. Please share your suggestions and comments as we build next year's meetings and events.

We value and welcome your input as our aspiration is to meet your expectations and professional needs. Calendar of events will be updated to our website mid November and in the December newsletter.

REGISTER TODAY!!

Preparing for Year End!
Chapter Meeting
Thursday, October 29, 2009
8:30 am - 12:00 noon

Presented by:
Former Chapter Vice -President
&
PPLS Presenter
Kelly Gaskin, CPP

Hosted and Sponsored by

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

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

Please bring non- perishable food donations for the
Greater Food Depository!



2009 Chapter Officers

President
Mary Kazmierczak, CPP

Vice President
Paula Black, CPP

Recording Secretary
Kathy Mizejewski, CPP

Treasurer
Hank Mazik, CPP

Gov. Liaison
Open Position

Correspondence Secretary
Mary Weiner, CPP

Education Director
Katie Staffeldt, CPP

CAPA COG

Off the Street Club - Education Assistance Award



At the August meeting our chapter members supported the Educational Assistance Award Program through participation in a 50/50 Raffle for the Off the Street Club. To date the fund has \$252.00 The EAA will be presented at our Holiday event on November 7, 2009. Raffle tickets can be purchased at our chapter meetings. Tickets are \$1.00 each or 6 for \$5.00. The amount collected becomes the 50/50 raffle prize with half going to the lucky ticket holder and the other half increasing our EAA for Off the Street Club. The Year end meeting on October 29, 2009 will provide another opportunity to raise funds for the EAA to be awarded at the Holiday Event on November 7, 2009.

We cannot live only for ourselves. A thousand fibers connect us with our fellow men.
~Herman Melville

Supporting our Troops , Veterans and Fallen Soldiers

The Chapter has been communicating with the local USO office and reviewing different outreach opportunities. We are currently looking into ways to support the troops through the USO "United through Reading" program. This program collects children's books for the soldiers to read while being recorded and have that recording sent to the children at home to view via DVD. Books and magazines are also collected for the soldiers.

The other opportunity is to share our time and create care packages that are provided to deployed soldiers. "Enduring Care Packages" program provides a variety of kits for the soldiers. The program also provides kits for soldiers on R & R, and special children's kits for families that lose their loved ones. We will be volunteering in December. Watch for details and an invite the middle of November and in the next newsletter.



Chicago Food Depository Day - October 31, 2009

The Chapter welcomes volunteers to join us in working at the Greater Food Depository on October 31, 2009

Greater Chicago Food Depository
4100 West Ann Lurie Place
Chicago Illinois 60632

We are dedicating this day in honor of Travis Darring, recently departed soul mate of Chapter founder Susan Darring, CPP.

Volunteering for the day can be done through an email to the chapter at chicago_chapter_apa@hotmail.com or leave a message on the 24 hour helpline at 773-631-8480. We will confirm your registration and forward you the event details.

In addition to our volunteer day we will be collecting nonperishable items at our October 29th meeting.

All donations of items and/or time are greatly appreciated.

Special thanks to our members that have brought items to the meetings. .

We have collected 7 boxes of items that have been taken to the Chicago Greater Food Depository!

All items collected at the October meeting will be taken when we volunteer on October 31, 2009!



Ongoing Outreach Opportunity

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

Do you have an organization held dear in your heart that you would like the chapter to support? E-mail us at chicago_chapter_apa@hotmail.com

Upcoming Chapter Meetings

June 12

Garnishments

*One O'Hare Center
6250 N. River Road
Rosemont IL 60018
8:30 a.m. – Noon*

Continental Breakfast
8:30 am

June 27-28

6:00 pm-6:00 am

Relay for Life

American Cancer
Society
Westchester

July

Volunteer Meeting
TBD

August 20

9:00 am-4:00 pm

Tax Day

Officer Elections
Continental Breakfast
8:30 am
White Eagle Banquet

**NPW Celebration
September 9**

Lego Land
Schaumburg

October 29

9:00-12:30 pm

**Preparing For Year
End**

Kronos Corp

November 7

Holiday Party
Manzo's Banquets
1571 S. Elmhurst Rd
Des Plaines IL 60018

GOVERNMENT CORNER

IRS NEWS FOR PAYROLL

October 2009

Attached are important updates from the IRS in relation to the payroll profession. There are embedded links to provide additional information.



Adobe Acrobat
Document

News you can use! Check out free e-newsletters from these organizations:

- [Internal Revenue Service](#)
- [SCORE](#)
- [Small Business Administration Advocacy](#)
- [U.S. Department of Labor](#) (e-mail Updates box near top right)
- [SSA W2 News](#)
- [Social Security e-news](#)
- [Discussion board](#)--Get help from the Small Business Community

Wow! Electronic Payment Solutions. ... Not only a good solution for Payroll Professionals, but our Planet too!

Payroll professionals in Illinois have contributed to some staggering financial and environmental savings since National Payroll Week 2008. By promoting electronic payment solutions, a greener alternative to traditional printed payment methods, Illinois's Payroll Professionals have saved:

- \$173,231,595 Dollars
- 721,798 Lbs of Paper
- 6,736,784 Gallons of Water
- 7,121,743 Gallons of Gas
- 170,344,402 Lbs of Greenhouse Gas
- 240,599 Hour of Time



The Department of Labor has a new look!

Visit www.dol.gov and see the newly added tools for reference and navigation convenience.

Information from Offices of Homeland Security

Preparing for the Flu: A Communication Toolkit for Businesses and Employers

The purpose of "Preparing for the Flu: A Communication Toolkit for Businesses and Employers" is to provide information and communication resources to help businesses and employers implement recommendations from CDC's *Guidance for Businesses and Employers to Plan and Respond to the 2009-2010 Influenza Season*.

The toolkit includes:

- Letter from the Secretaries of Commerce, Health and Human Services, Homeland Security, and Labor
- Questions and Answers about CDC's *Guidance for Businesses and Employers to Plan and Respond to 2009 H1N1 Influenza* (PDF Version - 264KB)
- Quick Reference for Business 2009 H1N1 Flu Planning and Response (PDF Version - 137KB)
- 1 Fact Sheet for Employers
- 1 Fact Sheet for Employees
- 1 Poster for Workplace Entrances to Remind Sick Employees to Go Home
- 3 Template E-mails (or Letters) for Businesses to Send to Employees
- Text Messages for Businesses to Send to Employees (PDF Version - 123KB)
- Additional Communication Resources for Businesses to Share with Employees (PDF Version - 467KB)
- Additional Web Resources for Businesses to Use for Planning (PDF Version - 219KB)

For your convenience below is attached a PDF version of the toolkit and a link to the site for additional information provided from the CDC to Homeland Security.



Adobe Acrobat
Document

<http://www.flu.gov/professional/business/toolkit.html>



Mailing Address:

Chicago Chapter
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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.

**“Coming together is a beginning. Keeping
tog-ether is progress. Working together is
success.”
~Henry Ford**



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.

Kudos Korner



Special Thanks to all that attended the NPW Celebration at Lego Land on September 10th

Congratulation to Laurel White, FPC
Winner of our attendee Master Builder Drawing!
Laurel won free attendance at One Chapter meeting in 2010.



Special thanks to our Apprentices that helped me draw the lucky numbers for our NPW gear prizes.

The lucky winners received NPW items such as puzzles, NPW bear, Polo Shirt or the Chapter NPW gear such as T-Shirts or canvas bags.

A very big **thank you** to Kathy Mizejewski, CPP whom administered the APA session on Local Taxes on September 17th in Arlington Heights.

Master Marketers!

Gabriel Vergara, CPP, has been chairing our Vendor Sponsorship the last couple of months for the Statewide Conference. With dedicated assistance from Linda Lowe CPP and Karen Keiper CPP have secured wonderful vendors for the conference. Thank you all very much for your time and assistance in gaining sponsorships not only for this event but for future meetings and events for 2010.

Holiday Event a time for formal Recognition

Dennis Danilewicz, CPP the American Payroll Association 2009 President will be joining us at the Holiday Event on November 7, 2009. Dennis and the Board will be formally inducting two members, Jenny Provenzano, CPP and Emily Rook, CPP with The Chapter Lifetime Membership Award. Jenny and Emily have displayed exceptional leadership as past presidents to the chapter and been recognized through the APA for their dedication and accomplishments on a national level. Currently the Chapter has one member with the Lifetime Member status, Sue Darring, CPP our Chapter founder and first President.

The Chapter will be celebrating our success as Chapter of the Year, with many additional awards and recognitions.

Chicago APA Chapter Membership 2010 Interested in Joining the Chicago Chapter APA?

Annual Chapter Dues for 2010 are \$50.00. Join today and begin receiving chapter benefits immediately! If you join the Chicago Chapter from September 1, 2009 through December 31, 2009, you can take advantage of Chapter benefits from the time you join through December 31, 2010. A great deal! So join today!

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.** Take advantage of the Early Renewal Special and renew at a discount by December 31, 2009!

Early Renewal Special!

If you renew your membership between **September 1, 2009 and December 31, 2009**, you can do so at the **Early Renewal rate of \$40.00.** (Only available to 2009 members; New members are not eligible for this promotion.)

Pay for your Chicago Chapter Membership - Join/Renew

- Online with a Credit Card using PayPal at 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.

Chapter Benefits include:

- Organization website 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

National APA Membership 2010 Current Members - It's time to Renew your National APA Membership!

Don't forget to renew your National APA membership for 2010! Membership renewal for One Year is \$195; Two Years \$390. Don't let your membership lapse! Go to www.americanpayroll.org and renew today! Send us an email at Chicago_chapter_apa@hotmail.com and let us know when you enrolled and your National Number so that we can update our database

Not a Member? Let Your Membership Lapse?

If you have not joined the National APA Membership or you were a member and let your membership lapse (90 days or more), now is the time! You can join or rejoin, and APA will waive your \$35 enrollment fee! (Note: this option is not available for current members.)

Now through December 7th, 2009 APA is waiving the new member \$35.00 enrollment fee! This means instead of enrolling for \$230, you can enroll for just the One Year Membership fee \$195.

- Payment by Credit Card can be processed online at www.americanpayroll.org/promo and enter the Promo Code: MEMBRMG or
- Fill out the new member application form and send check in by mail. The application can be found at www.americanpayroll.org/pdfs/chapters/09_member_application_final.pdf

By December 7th, send us an email at Chicago_chapter_apa@hotmail.com and let us know when you enrolled and your National Number (if you have it) so that we can update our database!

One More Great Deal . . .

Want to be able to attend an educational session and earn recertification credits for free?

Beginning September 1, 2009, any Chicago Chapter Member who joins or renews their Chapter Membership by December 7th, 2009 AND who joins or renews their APA National Membership by December 7th, 2009 can receive [one coupon for free admission to one of our chapter payroll educational sessions held in 2010](#) (excludes review classes, NPW Celebration, Statewide Meeting and Annual Recognition & Holiday Party).

To receive your coupon, you must provide us with proof of membership join/renewal to Chicago Chapter and APA National. Two Proof documents are required:

1. Chicago Chapter Dues Payment Confirmation or Acknowledgement Email and
2. A copy of your National APA Dues Order Confirmation

Membership payments to both organizations must have been made by or on the December 7th, 2009 deadline - no exceptions!

All proof records must be submitted by December 11, 2009 to be considered using one of the following methods:

- Email proof documents at www.chicago_chapter_apa@hotmail.com (proof documents must be attached; scanned documents accepted)
- Send proof document copies to Chicago Chapter APA at Chicago Chapter APA, 4740 N. Cumberland Ave #355, Chicago, IL 60656.

Once the documents are verified, a *free admission coupon will be sent* to you by January 8, 2010. You must bring the coupon to the session of your choice, in order to receive free admission that session.

APA Access Corner

Educational Institutions Payroll Conference

The focus is on payroll issues special to institutions of higher education. This year in Indianapolis, November 1-4, 2009.

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.

**It is never too early to start planning attendance to
the greatest event of the Payroll Year!**

2010 Congress

APA's 28th Annual Congress features workshops, payroll and finance exhibit hall, networking and much more.

May 25-29, 2010 in National Harbor, MD

NPW Corner :

Tell us what you are planning for NPW

Additional Networking & Educational Opportunities
Mark your calendars . .

October 8-9, 2009

16th Annual Illinois Statewide Payroll Conference
Hosted at Pheasant Run Resort In St. Charles, Illinois

Save the date for this two day educational and networking opportunity.

Registration deadlines and fees :

Date	Member	Non-Member*
9/15 – 10/ 5	\$225.00	\$250.00

*Non-Member pricing includes membership fee for 2010 and association with one of the chapters

Registration information can be seen on the chapter website at www.chicagopayroll.com or visit the conference website at www.illinoisstatewide.com

Workshop offerings on a variety of pertinent topics can earn you a total 10 RCH's for attending.

Conference hosts:

Central Illinois Chapter
Chicago Chapter
Fox Valley Chapter

Annual Holiday Event!
Saturday, November 7, 2009

This years Holiday and Recognition Event holds a special meaning of "Thanks" & Celebration as we Celebrate the highest honor from APA
The COTY!

Make plans to attend an evening that recognizes chapter supporters, presenters and members!

Special Guest & Recognition Presenter:

APA President
Dennis Danilewicz, CPP

Dinner, Awards and Entertainment!
at
Manzo's
1571 S. Elmhurst Rd
Des Plaines, Illinois
Invites have been mailed!
RSVP by October 30, 2009

The Main Ingredient

THE UN-COMFORT ZONE with Robert Wilson

Leadership vs. Power

King George III asked Benjamin West, his American painter, what George Washington would do if he prevailed in the Revolutionary War. West replied, "He will return to his farm." The British monarch incredulously said, "If he does that, he will be the greatest man in the world." On December 23, 1783 Washington did just that and retired to Mount Vernon - despite the encouragement of many to stay in power. Despite the willingness of Americans to crown him king. Thirteen years later, he would do it once again.

In 1787, Washington was coaxed back to Philadelphia to attend the Constitutional Convention. While there he provided the leadership necessary to get the fractious delegates to settle down and complete the work of designing a new constitution. Afterwards, in 1789, he was elected the first President of the United States. He reluctantly ran for a second term in 1792. He refused to run for a third term, setting a precedent that lasted 150 years, and retired once again to his farm.

Abraham Lincoln said, "If you want to test a man's character - give him power." George Washington passed that test. Twice in his life he walked away from power and proved that he was indeed the greatest man in the world. He demonstrated that leadership is something that you give - not take - and that power should be used responsibly. Read the entire article via the link below:

Link to this month's The Un-Comfort Zone with Robert Wilson
http://www.jumpstartyourmeeting.com/articles/tuz/17_leadership_vs_power.shtml

You see things and say, 'Why?', but I dream things and say, 'Why not?'
George Bernard Shaw



??? 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.

AAPA Corner

Tell Your Accounts Payable Colleague

Accounts payable and payroll go hand in hand. Tell your co-workers in Accounts Payable about the American Accounts Payable Association (AAPA) website. AAPA offers training, networking, and support for your friends in the Accounts Payable field.

Also, check out the Chicago Chapter of the AAPA's website: www.chicagoap.net

Final preparations are being made for the 1st CAAPA meeting, on November 11th. Location will be announced soon.

Our first speaker will be Emily Rook, CPP.

News from the STATE of ILLINOIS

Beginning this month, the State of Illinois is offering a new service connected to your driver's license. You can click on the link below and add two emergency contacts to your license data. Therefore, if you are incapacitated in some way, your license can be scanned and the emergency contacts retrieved so your loved ones can be contacted.

<http://www.cyberdriveillinois.com/departments/drivers/ecd/home.html>

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4740 N CUMBERLAND #355
CHICAGO, IL 60656

