

Chicago Chapter - APA

April, 2009
Volume 3, Issue 4

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
No Meeting

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

September
6-11 National Payroll
Week Celebration
16th Annual
Illinois Statewide

October
29--Chapter Meeting
Preparing For Year End

November
7-- Holiday Party

Official newsletter of
the Chicago Chapter

Building on a Solid Foundation

Wednesday April 22, 2009
Earth Day!

*Join fellow payroll professionals
At the Chicago Chapter Meeting
Featuring Presentations
On
Pay Frequencies & the 53rd Pay date
&
Implementing Direct Deposit Programs*

*Hosted at
Northern Trust
50 S. LaSalle Street
Chicago, Illinois 60603
8:30 a.m. - Noon*

Meeting Agenda
April 22, 2009

- 8:30 -8:50 Coffee & Donuts
- 8:50 - 9:00 Welcome
- 9:00 - 10:30 Pay Frequency /53rd payroll
By: Tracie Sawade, CPP
- 10:30-10:45 Break
- 10:45-11:45 Direct Deposit
Implementations
By: Timothy Mills, EPN
- 11:45-12:00 Closing and Raffles

Guest Speaker

Tracie Sawade, CPP is a System Consultant with the Ultimate Software Group. She has been in payroll for more than 20 years and earned her CPP designation in 1996. As former President of the Denver Chapter Payroll Association, Tracie led the chapter in earning the prestigious Chapter of the Year award in 2006.

She was also awarded the Kronos Education Grant in 2006.



Tracie currently sits on the APA's Hotline Committee, is a member of the Board of Contributing Writers, and is on the National Speaker's Bureau. She has presented at the Rocky Mountain Regional Payroll Conference, the Texas Payroll Conference, CPP study groups in Denver and Chicago, the American Payroll Association's Chapter Leadership Seminars, and the Minneapolis and Dallas Chapters of the APA

Guest Speaker from EPN

Timothy Mills is the Vice President of Association Services for The Clearing House Payments Company's Electronic Payments Network, an Automated Clearing House Operator and Regional Payments Association. Mr. Mills holds the Accredited Automated Clearing House Professional credential and has served as a member of the National Automated Clearing House Association's (NACHA) Payments Institute Board of Regents, Risk Management Advisory Group (RMAG). He has also formerly served as a member of the AAP Blue Ribbon Committee and Rules Enforcement Panel and is a frequent speaker at regional conferences and payments related functions.

Save your space and register today!

Member fee \$15.00

Non-Member fee \$20.00

Visit www.chicagopayroll.com and register today or call the helpline at 773-631-8480

We will be celebrating Earth Day



2009 Chapter Officers

President
Mary Kazmierczak, CPP

Vice President
Paula Black, CPP

Recording Secretary
Kathy Mizejewski, CPP

Treasurer
Hank Mazik, CPP

Gov. Liaison
Carolyn Kerkman, CPP

Correspondence Secretary
Mary Weiner, CPP

Education Director
Katie Staffeldt, CPP

CAPA COG

Ronald Mc Donald House!

Ronald McDonald House contacted us with the exact amount of pop tabs we collected last year. The Chicago Chapter collected **18 lbs** of tabs! That totals to **22,806** tabs! Way to go!



The chapter will continue to support the RMH through pop top collections in 2009. Keep saving the pop tabs and bring them to any of our chapter events. Let's see if we cannot break our last year's efforts! To get more information on the good works of the Ronald McDonald House organization visit the chapter website for details.

"Money Matters"

Many of you may not be aware of an educational outreach program established by the APA called "Money Matters". This program was developed as way to reach out to the youth of America explaining the value education plays as they venture out to get a job and earn a paycheck. The program evolved as a celebration for National Payroll Week, however, the Chicago Chapter shares that spirit throughout the year.

We have two outreach opportunities in the near future. We will be presenting for the Girl Scouts, "Badge to Business Program" on Saturday, April 18, 2009. The program will be held The Girl Scout for Leadership & Innovation Center at 770 N. Halsted Street in Chicago. The event goes from 10:00 a.m. – 2:00 p.m.

The Chapter will also be providing the "Money Matters" program to the Young Women & Men Development (YWMD) on Saturday May 9, 2009. The event will be hosted by Edward Don & Company located at 2500 S. Harlem, North Riverside.

The event commences with a meet and greet at 8:30 a.m. The program will be from 9:00a.m. – 1:00 p.m.

If you are interested in joining us for one or both of valuable chance to make a difference in the lives of our future leaders contact Katie Staffeldt at 708-883-8585 or the helpline at 773-631-8480 or email the chapter mailbox



Off the Street Club - Education Assistance Award

The Chapter will host a 50/50 Raffle at all meetings with half the amount collected going toward an Educational Assistance Award to be presented at the Holiday event on November 7, 2009. Participation is optional.

Supporting Special Olympics

In addition the chapter will be assisting the Special Olympics with a Bowling Tournament on Friday, May 29, 2009. The event will be held at Habetler Bowl located 5250 N. Northwest Hwy, Chicago. Registration starts at 5:30 p.m. with bowling starting at 6:30 pm. Share some of your "spare" time for a great cause that promises to be "striking" event!

Contact Mary Kay at 847-718-200 ext 5582 or through the chapter helpline at 773-631-8484 or via the mailbox chicago_chapter_apa@hotmail.com by April 30. The Special Olympics will be providing volunteers with t-shirts for the event

Windy City Rubber Ducky Derby is coming!!

In 2008, the chapter began supporting the Illinois Special Olympics through volunteer efforts in selling Rubber ducks for the annual Windy City Rubber Ducky Derby. Splashdown is set for the 1:00 p.m. , at the Columbus Drive Bridge in downtown Chicago on August 14th. In the upcoming months chapter volunteer opportunities will be shared as we support the Special Olympics.

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

Team CAPA—Supporting the fight against Cancer!

Join our team for the Relay for Life - overnight event held in Westchester June 27th. Information on becoming a team member and ways to volunteer and support this event can be found on the chapter website or by contacting our Team Captain, Katie Staffeldt, CPP at 708-883-8585.

Chapter Officers to Reach out to Members!

Once a quarter, your phone will ring and it will not be a complaint or problem. It will be a Chapter Officer reaching out just to say "Hello" and see how you are and how the chapter can better serve you.

Ring, Ring. . .

Upcoming Chapter Meetings

April 22

9 am to 12:00 pm

Pay frequency Changes & Direct Deposit

Northern Trust
50 S LaSalle Street
Chicago IL 60603
Continental Breakfast
8:30 am

June 12

9:00 am to 12:00 pm

Garnishments

TBD
Continental Breakfast
8:30 am

June 27-28

6:00 pm-6:00 am

Relay for Life

American Cancer
Society
Westchester

August 20

9:00 am-4:00 pm

Tax Day

Officer Elections
Continental Breakfast
8:30 am
White Eagle Banquet

October 29

9:00-12:30 pm

Preparing For Year End

TBD

November 7

Holiday Party
Wellington
Elk Grove Village

GOVERNMENT CORNER

Vice President Biden: Recovery Payments Will "Make a Big Difference"

Vice President Joe Biden and Social Security Commissioner Michael J. Astrue announced the Federal Government beginning in early May and continuing throughout the month will send \$250 one-time economic recovery payments to people who receive Social Security and Supplemental Security Income (SSI) benefits.

"These are checks that will make a big difference in the lives of older Americans and people with disabilities - many of whom have been hit especially hard by the economic crisis that has swept across the country," Vice President Biden said.

In February, President Obama signed the American Recovery and Reinvestment Act of 2009, which provides for the one-time economic recovery payments.

All beneficiaries can expect a payment by the end of May 2009. No action is required on the recipient's part. Social Security asks that individuals and representatives not contact Social Security about an economic recovery payment unless not received by June 4, 2009.

"We have been working diligently to issue the \$250 one-time economic recovery payments as soon as possible," Commissioner Astrue said. "The legislation requires extensive coordination with other federal agencies and I'm pleased we are on track to issue these recovery payments earlier than the statute requires. Soon, more than \$13 billion will be in the hands of more than 50 million Americans."

To learn more, read our press release at www.socialsecurity.gov/pressoffice/pr/recovery-payments-pr.htm.

Or go directly to Social Security's web page about the recovery payments, where you can view a video, read a pamphlet, and find more information. The web address is www.socialsecurity.gov/payment.



2009 Nationwide Tax Forum

Registration for the 2009 Nationwide Tax Forum is now open. The link below will provide you with more information.

<http://www.irs.gov/taxpros/article/0,,id=173843,00.html>

Here are the locations and the costs:

Las Vegas, NV Mandalay Bay Hotel July 7-9
San Diego, CA Town & Country July 14-16
Orlando, FL Caribe Royale August 4-6
New York, NY Hilton New York August 25-27
Dallas, TX Hilton Anatole September 8-10
Atlanta, GA Hilton Atlanta September 22-24

\$206 by the pre-registration date
\$335 for late registration and on-site registration
There are no group discounts.

As you can see, the Nationwide Tax Forum will not be held in Chicago this year. We do encourage you to attend as you can obtain a wealth of information. Attendance at the Nationwide Tax Forum seminars qualifies for Continuing Professional Education (CPE) credit for Enrolled Agents, CPAs, and California Tax Education Council (CTEC) participants. This year's seminar schedule allows for a maximum of 18 credits that can be earned at each Forum location.

If you plan to attend, register early as the hotel room's book up very fast.

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Effective April 3, 2009

U.S. Citizenship and Immigration Services (USCIS) has issued a revised Form I-9, *Employment Eligibility Verification* (dated February 2, 2009), which must be used beginning April 3, 2009. All prior versions of the form are obsolete and should no longer be used I-9

details on compliance regarding the I-9 visit http://www.americanpayroll.org/pdfs/fpi/09d03m-274_3apr09.pdf. To obtain a copy of the I-9 go to the site <http://www.americanpayroll.org/pdfs/fpi/09a23-fi-9.pdf>

IRS Seeks Volunteers for Taxpayer Advocacy Panel

WASHINGTON — The Internal Revenue Service seeks civic-minded volunteers to serve on the Taxpayer Advocacy Panel (TAP), which listens to taxpayers, identifies key issues and makes recommendations for improving IRS service.

"TAP members are your friends and neighbors, walking in the shoes of the average taxpayer. A better understanding of how to serve the taxpayer well is a key to sound tax administration," said Doug Shulman, IRS Commissioner.

TAP provides a forum for taxpayers from all 50 states as well as the District of Columbia and Puerto Rico. TAP is a federal advisory committee that reports annually to the Treasury Dept, the IRS and the National Taxpayer Advocate, which is an independent organization within the IRS. The National Taxpayer Advocate provides oversight and funding of TAP.

"As the IRS continues to examine taxpayers' needs in the area of service, the Taxpayer Advocacy Panel has emerged as a vital source for gathering and providing information from the perspective of taxpayers," said Nina E. Olson, National Taxpayer Advocate. "TAP's role will ultimately aid taxpayers by helping the IRS to provide them with the top quality service they deserve."

To be a member of TAP you must be a U.S. citizen, current with your tax obligations, able to commit 300 to 500 hours during the year and pass an FBI criminal background check. New TAP members will serve a three-year term starting in December 2009. Anyone chosen as an alternate would be considered to fill any vacancies that open during the next two years.

TAP members are being sought for the following states: Arkansas, California, Connecticut, Florida, Georgia, Illinois, Kentucky, Maryland, Minnesota, Missouri, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Tennessee and Texas. Alternates are being sought for: Alaska, Arizona, Delaware, District of Columbia, Hawaii, Idaho, Indiana, Kansas, Massachusetts, Michigan, Montana, Nebraska, Nevada, New Hampshire, Puerto Rico, South Dakota, Vermont, Virginia, West Virginia and Wyoming.

Applications to become a member of TAP will be accepted until April 30. Applications are available online at www.improveirs.org. Applications can also be received through the mail by calling toll-free 1-888-912-1227.

Kudos

Thank you to all Chapter Review attendees for the privilege and honor you provided the chapter by sharing your journey toward certification with us.



Korner

the course distinct

Good Luck to our FPC Review course attendees. On Saturday, April 4th, our attendees celebrated successfully completing their formal studies. The fifteen attendees completed the course with a 55 question gauge of their knowledge. It is a gauge because test is a four letter word. In recognition of this great accomplishment we held a small celebration with cake and Congratulation certificates.

Our CPP Review Course has one more session on April 11th. We were humbled to have 55 attendees for the sessions and of these 46 are sitting for the certification exam in the weeks ahead. These attendees will have a 100 question gauge and a similar ceremony for their successful completion of the course. Good Luck to you all.

Special thanks to our thirteen dedicated presenters. The presenters shared their knowledge and expertise through interactive, enlightening and sometimes entertaining sessions.

Thank you, Paula Black, CPP, Rachel Brooks, CPP, Kim Childress, CPP, Sharon Goldsand, CPA CPP, Temple Liebman, CPP, Mary Kazmierczak, CPP, Kathy Mizejewski, CPP, Christine O'Hara, CPP, Dean Owens, CPP, Bertha Peters, CPP, Tracie Sawade, CPP and Judy Zablocky, CPP.

Special thanks to Carol Wurglitz, FPC and Angela Tongue, FPC our course assistants!

Please remember we will be acknowledging your accomplishment at our June 12th Chapter meeting. You can earn your first RCH's toward never having to take the exam again! (Re-Certification).

Presenters and attendees, mark you calendar for November 7, 2009. This is our annual holiday party and recognition event. Invites will be sent in early October.

And the Survey Says. . .

Thank you to all the participated in the Chapter Survey. Your valued responses will assist us in "Building on a Solid Foundation" and better serve your professional payroll needs. We are currently reviewing your valued responses and will have an update in the May newsletter.

Mailing Address:

Chicago Chapter
APA
4740 N Cumberland
#355
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Phone:

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

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 credible 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 together is progress. Working together is success.”
-Henry Ford

Chapter Updates:

In March the chapter received word from Government Liaison, Carolyn Kerkmann, CPP that she needed to resign from her position on the board. Carolyn has been instrumental to the success of our organization. She has co-held both the Government Liaison and Education Director positions. Her contagious passion for payroll and genuine concern for people drew all to her. We will miss her at our monthly board meetings and her wonderful vision. Carolyn said she appreciated the opportunity to serve on the board and will remain an active member, attending events whenever possible.

On behalf of the board, we feel the same way! It has been our pleasure and privilege to work with

The Layoff Survivor’s Action Plan

Layoffs don’t just impact the people who’ve been let go; those who’ve kept their jobs are also affected. If the recession has forced your company to eliminate positions, you’re likely shouldering more work and worrying that you’ll be the next one to receive a pink slip. Here are strategies that layoff survivors can use to turn their anxiety into action:

Go with the flow. Now more than ever, it’s important to showcase your adaptability. Like many organizations, your firm may be re-evaluating certain long-standing priorities and procedures. As a result, managers need open-minded payroll professionals who’ll embrace change instead of resisting it. If you’re asked to take on special projects or day-to-day duties falling outside the scope of your job description, for example, show that you can roll with the punches by adjusting quickly.

Look for the silver lining. With every challenge comes opportunity – even in today’s difficult economic environment. Layoff survivors are frequently asked to tackle extra work, but this isn’t necessarily bad news. Learning new skills and expanding your responsibilities will enhance your job security, while allowing you to beef up your resume and increase your marketability. Moreover, if you perform well, you could position yourself for advancement when business conditions inevitably improve.

Keep your focus. Water-cooler chatter thrives in uncertain times. You may be hearing nervous whispers of pay cuts, mergers or more layoffs. Do your best not to get wrapped up in the latest rumor floating around the office. While you don’t want to bury your head in the sand, you can’t afford to let your work quality suffer because you’re obsessing about every “what if” scenario. In short, don’t feed the grapevine and try to remain above the fray.

Finally, it’s wise to prepare for any eventuality. Update your resume and increase your networking efforts so that you can launch an immediate job search if need be.

For more advice on management and career issues, listen to The Management Minute, Robert Half’s podcast series at www.rhi.com/podcast.

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 360 offices worldwide and offers online job search services at www.accountemps.com.

you. All the best to you and yours!

Upcoming Events:



Chapter members networking event at Congress! If you are attending Congress let us know! We are planning a networking event for Friday, May 22, 2009.

June 12, 2009, Chapter Meeting on Garnishments
With APA Speaker Dave Wakeling.
More information to come—Mark your Calendar!

It is never too early to start planning your NPW activities! In keeping with the Chapter theme of "Building on a Solid Foundation", we have starting planning a fun filled Chapter event for Thursday, September 10, 2009 at Legoland! Save the date for you and your future "little" payroll professionals.
Details will be shared in upcoming newsletters and communications

AAPA

UNCLAIMED PROPERTY

The most common unclaimed property for accounts payable purposes is uncashed vendor checks. These uncashed checks become a form of "abandoned property" that the accounts payable professional must report and pay over to the appropriate state agency (usually the Treasury) if they remain uncashed for a certain number of years.

In the state of Illinois the time-frame is 5 years prior to the end of the previous year. All checks outstanding from December 31, 2003 and prior are to be reported by May 1, 2009. For multi-state filers please check with each state for their requirements and deadlines.

Follow this link to the State of Illinois Cash-Dash site:

<http://www.treasurer.il.gov/programs/cash-dash/holders-of-property.aspx>

Any for-profit and not-for-profit business entities that conduct business in Illinois are required to report unclaimed property on an

The Secret for People Who Don't Believe in VooDoo

The latest fad in motivation is the Law of Attraction or more popularly The Secret after the motion picture and book by Rhonda Byrne. The idea being that if you use the power of The Secret you will attract health, wealth and friends to you in abundance.

The Secret takes an old idea and repackages it for our today's society. The core idea is that your thoughts control the world around you. If you have positive thoughts, good things come your way. If you have negative thoughts then bad things come your way. In other words, if you wish hard enough for the things you want -- you will get them. Simple. Or is it? If it were simple, then countless people throughout history would have figured it out over and over, and it would not be much of a secret. Perhaps it takes a little more effort than suggested -- or perhaps it is just a pipe dream.

To continue reading The Un-Comfort Zone:
The Secret for People Who Don't Believe in VooDoo click here:
http://www.jumpstartyourmeeting.com/articles/tuz/11_the_secret_for_people_who_dont.shtml

"Tell me and I forget; Show me and I remember; Involve me and I understand."

Robert Wilson
Awaken Your Sense of Discovery!
www.jumpstartyourmeeting.com (Speeches & Seminars)
www.graffitiguy.net (Comedy Roasts)
404-255-4924
robert@jumpstartyourmeeting.com

APA Access Corner

Looking for resources to build your payroll departments reference materials? Go to the APA website www.americanpayroll.org and view the publications area. You will find a wide variety of materials to aid your company in maintaining compliance. Whether your needs are for State and Local compliance or International processing compliance challenges, the APA has the right tool to see you through all the challenges. The tools range from books, CD's, ebooks and specialty combinations.

In addition to APA's own catalog, members may access an online bookstore carrying thousands of professional and personal development books, tapes, and videos, most at discounts of 25% or more!

annual basis. If you believe your firm is not holding unclaimed property, the state requires you to file a negative report



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