

Chicago Chapter - APA

June 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
Volunteer 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



Welcome!

Congratulations!

As members of the Chicago Chapter, You have Been awarded by the American Payroll Association the distinct honor of Chapter of the Year (COTY). During the Lunch session at Congress on Wednesday, May 20, 2009, our Chapter Logo and name flashed on the Jumbo tron as we they announced 1st Place in COTY is **The Chicago Chapter!**

This is the first time the Chapter has won the COTY!

As Dan Maddux presented us with the Trophy and Banner. My first thoughts went back to you the members that have made this honor possible. Wishing you all could be there to share in this momentous occasion, especially our past President, Chris O'Hara, CPP who through her awesome leadership and contest entry made this possible.

There I stood amongst some of the Chapters greatest : Chapter Founder and First President Susan Darring, CPP , APA Immediate Past President and Past Chapter President , Emily Rook, CPP, and Jenny Provenzano, CPP, Past APA Woman of the Year .My thought was "How could this be? " That moment will forever be cherished and be a reminder that the only path is through selfless service to our payroll profession. Thank you for allowing me the opportunity to be a small part of something so amazing.

Chicago you have always been number 1, but now you have the award to prove it.



REGISTER TODAY!! Friday June 12th Meeting!!

Celebrated Flag Day!

*Join fellow payroll professionals
At the Chicago Chapter Meeting
Featuring APA Speaker*

*Dave Wakeling, CPP
On Garnishments*

Hosted at :

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

*Special Thanks to our Meeting Sponsors!
Meeting Space sponsored by Accountemps
Breakfast sponsored by Ultimate Software*

APA Guest Speaker

*Dave Wakeling, CPP
Payroll Manager*

*Los Angeles County Metropolitan Transportation
Authority*

As Payroll Manager for the Los Angeles County Metropolitan Transportation Authority, Dave Wakeling is responsible for the activities of a 10,000-employee, six-union group payroll.

Mr. Wakeling is a member of the American Payroll Association's National Speakers Bureau, and has also taught the Payroll Professional Learning Series for several years at Chapman University.

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

*Celebrate with our New FPC and CPP
Members as they earn their first 2.5 RCH''s toward
Recertification*



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

It's Time to Support the Windy City Rubber Ducky Derby for Special Olympics!!



In 2008, the chapter began supporting the Illinois Special Olympics through volunteer efforts in selling Duck adoptions for the Annual Windy City Rubber Ducky Derby fundraiser.

Mark your calendars: **RACE DATE – July 30, 2009 – Splashdown is at 1pm – Columbus Drive Bridge.** Last year 40,000 yellow rubber ducks will splashdown into the Chicago River!

Our mission is to help raise money for Special Olympics by selling Duck Adoptions. Each Adoption yields a numbered duck that takes the plunge. Prizes are awarded to the adoptees of the ducks plucked from the Chicago River and deemed winners!

Our team is the **CAPA DUCKIES and we are looking for members! We need you!!** Help us sell adoptions to friends, family, people you work with and at the events we sponsor!! Our challenge is to sell at least 500 ducks (1000 would be better)! Time is short as we only have 2 months to make this goal!

Contact Paula Black at 630.750.4595 or through the chapter helpline at 773-631-8484 or via the mailbox chicago_chapter_apa@hotmail.com

We'll also have a sign-up sheet at the June 12th Meeting for those of you who would like to join.

CAPA Duckies Event 1 - Sat. June 20, 2009 at 6:00 pm Lombard Cruise Night in Downtown Lombard. We need volunteers to help work this event!

CAPA Duckies Event 2: July 21, 2009 at 7pm. The event takes us to the Schaumburg Flyers Baseball Game is at Alexian Field in Schaumburg, IL. We need volunteers to help work this event!

CAPA Duckies Event 3: Kane County Cougars Baseball Game, in Geneva IL. Special Olympics is still working on the date. We'll know soon. We need volunteers to help work this event!



Off the Street Club - Education Assistance

At the June meeting our chapter members will the Educational Assistance Award through participation in a Raffle for the Off the Street Club. To date the fund has EAA will be presented at our Holiday event on November 7, 2009. Buy Raffle tickets and help us build this fund!



Award

support
Program
50/50
Street Club.
\$113.00. The

Team CAPA— Supporting the fight against Cancer!

Fighting cancer is a team effort. The impact we can make together is much greater than what any of us could do alone. By supporting our team, you will be a part of a life-changing event that celebrates the lives of those who have battled cancer, remembers loved ones lost, and empowers all of us to fight back against a disease that takes too much from too many families.



Relay For Life is the American Cancer Society's signature activity. It offers everyone in a community an opportunity to participate in the fight against cancer. Teams of people camp out at a local high school, park, or fairground and take turns walking or running around a track or path. Each team is asked to have a representative on the track at all times during the event. Relays are an overnight event, up to 24 hours in length.

Relay For Life is a life-changing event that brings together more than 3.5 million people to:

- Celebrate the lives of those who have battled cancer. The strength of survivors inspires others to continue to fight.
- Remember loved ones lost to the disease. At Relay, people who have walked alongside people battling cancer can grieve and find healing.
- Fight Back. We Relay because we have been touched by cancer and desperately want to put an end to the disease.

2009 Relay for Life will be held on
June 27, 2009 at Mayfair Park, Westchester, IL

Team CAPA needs your support by joining our team. You can stay at the event for whatever amount time you choose. You can come during the early evening hours and participate in the opening ceremonies. The night starts off with a survivor/caretaker lap. There are different themes every hour. The luminaria ceremony is at 9PM. Things quiet down after the luminaria ceremony. You can walk till the wee hours of the morning if you are so inclined. You can join us as we sit around the campfire (a metal bucket filled with sand and lots of candles) to talk, laugh, cry or enjoy some quiet time. You can make your Relay experience what ever you choose.

Sign up is easy. Just go to www.relayforlifewestchester.com Look for Team CAPA and join today. Donations accepted here too!

You will not be disappointed. This truly is a life changing event. If you have any questions, feel free to contact Katie Staffeldt at 630-742-7747 or via email at coasterk8@yahoo.com

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

2009

Nationwide Tax Form

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.

The APA needs your Help!

Please join APA in an effort to change Illinois law so that employers will be able to mandate electronic payments – through direct deposit or, if the employee does not provide bank account information that would allow for direct deposit, by paycard. Your company might benefit directly through this effort by allowing you to eliminate the need for paper paychecks.

Attached is a letter addressed to legal counsel in the Illinois Department of Labor. Please personalize the letters and send them on your company letterhead. Your individual efforts matter very much. The hope is that this outreach will show the Industrial Commission the support the employer community has for this proposal.

APA intends to follow through with this effort in every state in which it is needed. We estimate that 20 states currently permit employers to eliminate paper paychecks, though far fewer explicitly state that in their wage payment laws.

APA is very interested to know which companies send letters. Please let the chapter know once you have sent the letter and we will share the list with APA Government Relations.



IL Employer Letter
20090420.doc

IRS NEWS ITEMS FOR PAYROLL June 2009

- [Revenue Ruling 2009-11](#) provides that differential pay that employers pay to their employees that leave their job to go on active military duty is subject to income tax withholding, but is not subject to Federal Insurance Contributions Act ("FICA") or Federal Unemployment Tax Act ("FUTA") taxes. Additionally, the ruling provides that employers may use the aggregate procedure or optional flat rate withholding to calculate the amount of income taxes required to be withheld on these payments, and that these payments must be reported on Form W-2.

- [Audio and video podcasts](#) are available on a variety of subjects, including COBRA and correcting employment taxes.

- [IR-2009-47](#) The IRS is accepting applications for membership in the [IRS advisory committee](#) for a three-year term beginning January 2010. If you're interested, apply now through June 16, 2009.

- E Services Alert: This alert is to remind you that you agreed not to disclose your E-services password to anyone. You agreed to immediately notify the IRS at 1-866-255-0654 of any unauthorized use of your password or account, or any other breach of security, and ensure that you exit from your account at the end of each session." It has been brought to our attention that this agreement is not being adhered to. Should you disclose your password, you will be held fully responsible for all activities that occur under your password.

If you have a SEP, SIMPLE IRA, 401(k) or other retirement plan, [subscribe](#) to Retirement News for Employers, the free electronic newsletter with information and tips on managing your plan.

- [April 2009 Special Edition Employee Plans News](#) and [Announcement 2009-34](#) contains the IRS's request for comments on drafts of a revenue procedure and sample plan language for §403(b) prototype plans and highlights of the draft revenue procedure.

- [Notice 2009-42](#) extends the date for multiemployer plans to elect relief under sections 204 and 205 of the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA).



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**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**

Chapter members that have expressed an interest in volunteering will receive an invite to the July Volunteer meeting, If you are interested in getting involved email the chapter mail box and we will forward you an invitation.

Volunteers will meet the officer that chairs their chosen committee. We will be discussing the ways to assist with the planning and preparation for Statewide as well as our upcoming events



Kudos Korner



On May 9th the Chicago Chapter presented the Money Matters program to the YMWD, hosted at Edward Don in North Riverside arranged by employee Katie Staffeldt, CPP. Joann Fortune, HR director at Edward Don presented resume writing tips and interview skills to the 10 attendees. Kathy Mizejewski, CPP role played the wrong way to partake in an interview. This activity brought forth a valued lesson in a very entertaining format. Chris O’Hara, CPP then assisted the group in calculating paychecks with the Money Matters program. Thank you to all that made this event a great success!

Supporting Special Olympics

Special thanks to Susan Badon of the Special Olympics organization for the opportunity to get involved with the Special Olympics at their bowling tournament. Chapter members Katie Staffeldt CPP, Chris O’Hara CPP, Margaret Yakush, and Mary Kazmierczak CPP assisted in the event by monitoring the bowlers scores, and presenting the medals to the team at the end of the evening. As a bowler, I can safely say these athletes put my scores to shame. One of the bowlers on our team, Greg from the Shabona Park District bowled a 217!

There will be future events to volunteer for if you missed this opportunity.

Lisa Moran has started our outreach for National Payroll week proclamations by sending requests to twenty seven municipalities. Thank you Lisa for taking the initiative!

Joanna Sanfelice, CPP has been instrumental in securing our Holiday Event with Manzo’s Banquets. Your assistance is greatly appreciated.

Gabriel Vejera, CPP past Chapter Recording Secretary has joined the Chapter Vendor Support Committee. Gabriel has always been instrumental in gaining support for the chapter from a variety of vendors. We are very happy to have Gabriel’s participation. Thank you!

On May 12, 2009, Kathy Mizejewski, CPP and Mary Kazmierczak, CPP addressed the local SHRM Chapter at their monthly meeting. Thank you Greg Vos of Paychex for this opportunity. The Chapter will be working with the local SHRM chapters to bring our members additional networking and educational opportunities.

Open House - ADP On May 15th The Chicago Chapter hosted a booth at the ADP Major Accounts Open House. Through our attendance we provided attendees with information on chapter membership and certification programs. Thank you ADP for this opportunity.

Chapter Updates:

Officer elections will be held at the August 20, 2009 meeting. Are you interested in becoming an Officer on the Chapter Board? All positions are a two year term. Candidates must be National APA and Chapter members in good standing and exhibited involvement and dedication to the payroll community. Open position are Vice-President, Treasurer, Government Liaison, and Education Director. If you are interested or would like to recommend a candidate email the chapter at chicago_apa_chapter@hotmail.com or contact Mary Kazmierczak, CPP at 773-805-7696 for details on the positions and procedures for nominations.

As a board Officer for seven years and an active volunteer for ten years, I can say that participating is a very rewarding and exciting experience. The personal and professional opportunities are unimaginable! Join Us and see for yourself! You will not regret it for a second!

APA Access Corner

The Hackett Group has just launched our 2nd Annual Payroll Performance Study in conjunction with the American Payroll Association. It is an exciting project for us and one that has proven to be very beneficial to payroll organizations.

The performance study is an excellent opportunity to gain more insight about your organization as well as see how you compare to top performing payroll organizations. By participating, you receive empirical data around payroll metrics, best practices and trends that can be used to justify future process improvements as well as provide additional support for business cases. In addition, this year we are introducing a Workforce Management Performance Study that focuses on Time & Attendance. Because it's the first year this study will be offered, it is included with the Payroll Performance Study at no additional cost.

For your convenience, I have attached a sample copy of our 2008 performance study executive presentation. To find out more about the performance studies, visit the following website or feel free to reach out to me at 404.218.8666 or 770.703.7470:

<http://www.thehackettgroup.com/studies/payroll2009/>

??? 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 Main Ingredient

THE UN-COMFORT ZONE with Robert Wilson

Be a Copy Cat

Last month I wrote about Self-Efficacy which is our belief in our ability to achieve what we set out to accomplish. I wrote about how it is the biggest part of achievement, and that we acquire a sense of self-efficacy in four ways: personal experience, observation of others, a positive mental attitude, and from the encouragement of others. This month I'd like to expand on how observing other people achieve motivates us to accomplish more.

Some of our goals require us to reach a mental threshold; some are more physical; while others are a combination of the two. One of my favorite forms of exercise and recreation is mountain biking. I get out once a week and hit the trails. Some of the trails have obstacle course-like obstructions called technical features; they are basically log and rock piles you ride over for an additional skill challenge. One trail has several advanced features including a seesaw. I rode past this particular challenge for weeks; wanting to do it, but frankly too scared to try.

To continue reading The Un-Comfort Zone: Be a Copy Cat click here:

http://www.jumpstartyourmeeting.com/articles/uz/13_be_a_copy_cat.shtm

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

George Bernard Shaw

Upcoming Events:

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



The Holiday event to be held on Saturday, November 7, 2009 will award the newly certified with APA pins. We will also have Lifetime Member Inductions for **Emily Rook, CPP** and **Jenny Provenzano, CPP**. Many additional recognitions will be shared at this event. Watch for your invite in late September.

NPW Corner :

Tell us what you are planning for NPW

Additional Networking & Educational Opportunities

Happy Anniversary to the
Fox Valley Chapter!

This month the Fox Valley Chapter hits the milestone
of Payroll Chapter for 10 Years!

Save the date of Thursday, June 11, 2009.
Meeting and Celebration 1:00- 4:00 p.m.

Long Island Sound Banquet & Conference Center
1920 East New York Street, Aurora 630-898-4671

Keynote Speakers & Topics:

Linda Brakeall

How To Survive In A Negative World - Stress
Management

Janet Richardson CPP

FVPA Founder & Past President
The Importance of Chapter Membership &
Networking

COST: \$0.00 Free to Current FVPA Members
\$10.00 Non-Members

Please feel free to RSVP via email at
foxvalleypayroll@yahoo.com along with mailing
your response using the form below.



Microsoft Word
Document

Midwest Payroll Conference Events

Dust off your saddle shoes, penny loafers and poodle
skirts ...Are you ready to burn rubber to make the
scene?

7th Annual Midwest Regional Payroll Conference
August 26th, 27th & 28th, 2009

Chateau on the Lake Resort Conference Center and
SPA, Branson Missouri

Registrations are being accepted by going online
to: www.mwpayrollconf.org

"The Leave it to Beaver" special registration fee by
June 30th

- APA MEMBERS \$425.00
- NON-MEMBERS \$475.00

"I Love Lucy" registration fee after June 30th

- APA MEMBERS \$500.00
- NON-MEMBERS \$550.00

AAPA

Your participation is desired as we form what will
be the second National AAPA chapter.

Join **AAPA Woman of the Year, Temple
Liebmann, CPP** for the first meeting to construct
the Chicago AAPA Chapter on Thursday
evening June 4, 2009. The meeting will be
hosted from 6:00 – 7:30 pm. At

ADP

100 Northwest Point Blvd.
Elk Grove Village Illinois 60007

AAPA Inaugural Awards — 2009 Man and Woman of the Year

Philip Cavoretto, MBA, CPA, and Temple
Liebmann, CPP, have not only been
instrumental for years in elevating APA's status
and visibility among our nation's payroll
professionals, but have also done the same for
the burgeoning American Accounts Payable
Association (AAPA) in relation to our nation's
AP professionals. During the May 20 Congress
Accounts Payable General Session, each was
rewarded for their many AP-related efforts

AP Journal Online is an online publishing
ering for forum where accounts payable
professionals and their advisers share the most
up-to-date news, emerging trends, best
practices, and professional standards available
in the field today. **AP Journal Online** articles
and columns focus on practical solutions to
ongoing challenges in the field in an easy-to-
read and easy-to-implement format. At the
same time, **AP Journal Online** is an advocate
to promote accounts payable's place as a
mission-critical function in any well-run
organization. If you're serious about your
career, you're a regular reader of **AP Journal
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