

Chicago Chapter - APA

March, 2010
Volume 4, Issue 3

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



Welcome!

Let's hope we are well on our way to springtime and that the bumps and bruises of the W2 season have disappeared from our memory with ease and no lingering scars.

We are honored and privileged to be included in the journey of sixty -three attendees seeking to attain Payroll Wizard status of CPP and fifteen for FPC Wizardry.

This newsletter holds valuable information on classes, upcoming meetings, outreach opportunities and networking events. We have included some free offerings by our supportive vendors and invaluable information from our partners at the IRS.

The Chapter values your comments and suggestions. We are here to serve you, our members and strengthen our payroll community.

Enjoy this edition of the newsletter and send any comments or suggestions for future editions to the chapter mailbox at

www.chicago_chapter_apahotmail.com

Sincerely,

Mary Kazmierczak, CPP



Reserve your space today!

Join fellow payroll professionals At the Chicago Chapter Meeting Featuring Vice President Compliance Programs & Services Steven Van Alstine

One of Canada's foremost experts in the area of payroll legislation, research and training, Steven Van Alstine is vice-president of compliance programs and services for the Canadian Payroll Association (CPA). He oversees the CPA's Payroll InfoLine (which now fields over 27,000 inquiries a year), ensures the development, delivery, integrity and accuracy of CPA professional development seminars and works with his team to develop and deliver a suite of corporate training offerings on

Essentials of Canadian Payroll Hosted at:

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_apahotmail.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

On February 14, 2010 the Chicago Chapter opened our hearts to the guests as the Ronald McDonald House. Kim Childress, CPP and friend Megan, Rachel Brooks, CPP, Pat Gaughan, CPP, Kathy Mizejewski, CPP and Patricia Corcoran joined Mary Kazmierczak, CPP to bring the large tub of pop tops collected throughout the year. While visiting we baked cookies for the house guests and as the warm aroma of cookies lofted through the house, Magnus, an 8 year old guest was drawn to the kitchen. We learned about Magnus' interest in school and he eagerly became the official "cookie tester".

Chapter attendees were given a tour of the facility and as we left provided the house with a donation of \$125 toward supplies for the house.

All those in attendance left with a desire to continue supporting this wonderful organization and are brainstorming additional ways to go back during the year. Please continue to collect the pop tabs and bring them to our meetings. As the additional visit is planned we will send out invites.

Supporting our Troops , Veterans and Fallen Soldiers

The USO does not have any specific opportunity for us to partake. We will keep in touch with their representatives and when the chance arises will send the information for your participation.



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

MS Awareness Week

March 8 - 14, 2010 is MS Awareness week. This year the Chicago Chapter will be supporting the efforts to heighten awareness about Multiple Sclerosis (MS). We will be participating in the local Walk held on Sunday, May 2, 2010. The walk is one to three miles in length at Harper College, located at 1200 W. Algonquin Road in Palatine. Walker's registration starts at 7:30 am and the walk commences at 9:00 am.

The Chapter Team name is CAPA Magical Stompers. Our team and the Northwest Suburban walk is one of many walks being sponsored across the country simultaneously to show the united determination to make a difference. Co-captains for this event are Joanna Sanfelice and Mary Kazmierczak. We welcome your participation in the chapter efforts through the walk to Stomp out MS. If you would like to join us or make a donation to this cause, please visit the site below:

http://walkild.nationalmssociety.org/site/TR/Events/ILDWalkEvents?fr_id=13148&pg=entry

If you would like additional information on this event, the registration process or making a donation, please contact either Joanna Sanfelice at 773-350-5060 or Mary Kazmierczak at 773-237-2052 or email the Chapter at Chicago_Chapter_APA@hotmail.com. Thank you in advance for your consideration and support to this Chapter community outreach.



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

Kudos Korner

WOO-HOO!!! Congratulations to our Chapter Vice President , Paula Black, CPP on her success in achieving the PHR designation on Saturday the 16th of January. No small feat especially during the most hectic payroll time of the year!

Special thanks to the Chapter Officers for their additional time and dedication in coordinating and planning the calendar for 2010! We have looked into the crystal ball and set forth on a magical journey of education, outreach and networking!

A special welcome to the newest officers, Kim Childress, CPP and Rachel Brooks, CPP for their fresh ideas and collaborative approach to our organization!

The Chapters sincerest appreciation to Kronos, and Marc Epner for hosting our upcoming meeting on March 18, 2010 at their wonderful facility.

The Certification review courses are in full swing! Special Thanks to our presenters to date for sharing their payroll wizardry with our participants:

Bertha Peters, CPP
Sharon Goldsand, CPA, CPP
Kim Childress, CPP
Temple Liebmann, CPP
Lisa Dunn, CPP
Mary Kazmierczak, CPP

The attendees were surprised with a very special treat, as Chapter co-founder and Payroll Wizard, Susan Darring, CPP visited the group and shared her enthusiasm and encouragement with the attendees! Sue recognized them for their dedication of time and effort in attending the classes. Through her inspirational message for chapter and national involvement, the attendees felt a genuine connection of embarking on an amazing journey that holds many opportunities with their new payroll family. Thank you, Sue for sharing your payroll passion!

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

Why do I Relay...let me tell about my cousin’s daughter Jennifer? Jenny was a most amazing young woman. She had a smile that would light up a room. She was the kindest most loving person ever. Jenny loved everyone and everyone loved Jenny. When Jenny was carrying her 3rd child, she went to find out the gender of her child. Jen had a beautiful baby girl growing under her heart as well as in her heart. She was also to learn she had a very aggressive form of breast cancer that had already spread to her liver, bones and lymph nodes. She had no symptoms. Who would have thought this could happen to Jenny? Certainly no one who knew Jenny would believe she would be the one to be diagnosed. Jenny gave birth to her daughter while being on chemo and continued to fight cancer, always with a smile in voice and always being more concerned for her family and friends than for herself. Jenny was only 38 years old when she died leaving behind an awesome husband and 3 wonderful young children. This world was a better place with Jenny in it.

We need you to join the fight. To help put a stop to stories like Jenny’s. Please sign up today to join TEAM CAPA in our fight against cancer.

June 26th to June 27th
Mayfair Park, Westchester
www.relayforlifewestchester.com

Contact me if you have any questions
Katie Staffeldt
630-742-7747

**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 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 - 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.

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/>

APA Webn@irs

Looking for ways to cut payroll processing costs? Interested in how other companies have increased their electronic pay participation rates? Learn how by attending the webinar **Payroll Card Best Practices: How to Implement and Optimize a Payroll Card Program**, sponsored by Visa®.

[Register for this free Visa-sponsored Webinar today!](#)

[Payroll Card Best Practices: How to Implement and Optimize a Payroll Card Program](#)

Thursday, March 4, 1-2:00 p.m. ET

In this webinar you will learn how to achieve 100% electronic pay distribution by implementing a payroll card program to complement your direct deposit initiatives. How do you create awareness and excitement for your paperless pay initiatives? What are the most common obstacles to achieving paperless pay? Learn the answers to these questions and more!

Earn 1 Recertification Credit Hour

(RCH) when attending this webinar.

?? 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.

NPW Corner :

Tell us what you are planning for NPW

GOVERNMENT CORNER

IRS News

In support of President Obama's *Transparency and Open Government* initiative, Social Security has launched a new *Open Government* webpage at www.socialsecurity.gov/open.

"Our new *Open Government* webpage gives Americans an opportunity to give us their ideas on how we can become a more open and transparent agency," said Michael J. Astrue, Commissioner of Social Security. Anyone is welcome to submit ideas. To send us yours, click on the link at the top right of the webpage that says, "Share your ideas on our open government plan."

Learn more about our Open Government website by reading our recent press release on the subject at www.socialsecurity.gov/pressoffice/pr/opengov-pr.html.

You can visit the new page at www.socialsecurity.gov/open.

Government Partnership for Economic Development

Invites you to attend: THE 2010 NORTHERN ILLINOIS SMALL BUSINESS FORUM

"HOW WE CAN ASSIST BUSINESSES DURING THIS ECONOMIC CHALLENGE"

Mission of the GPED TASK FORCE.....To INFORM//EDUCATE/SHARE Information & Resources related to TAX INCENTIVES, FINANCIAL and Economic Development PROGRAMS offered through Federal/State/Local Agencies; to small business service organizations located within the State of Illinois.

ABOUT THE FORUM.....Inform, educate, share and exchange information and resources that YOU as a small business service provider can UTILIZE to assist your small business MEMBERS & CLIENTS: RETAIN and STABILIZED their businesses. EXPERT SPEAKERS REPRESENTING THE....ILLINOIS DEPARTMENT OF COMMERCE & ECONOMIC OPPORTUNITY; CITY OF CHICAGO DEPARTMENT OF COMMUNITY DEVELOPMENT; STATE AND CITY TREASURER OFFICES; U.S. SBA; ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY; IRS; LAWDALE LOCAL BUSINESS DEVELOPMENT CORP; CHATHAM BUSINESS ASSOCIATION; INDEPENDENT ACCOUNTANT ASSOCIATION OF ILLINOIS; AND RICHTON PARK ECONOMIC DEVELOPMENT.

GOVERNMENT CORNER, cont.

Date: March 8, 2010....Time: 9:00am to 12:00pm

Location: CHICAGO CULTURAL CENTER: THE LAUDI CASSIDY THEATER...78 EAST WASHINGTON ST.

DIRECT REGISTRATION REQUIRED:

<http://gped2010smallbusinessforum.eventbrite.com>

Registration & Continental Breakfast begin at: 8:30am

The Un-Comfort Zone

Link to this month's The Un-Comfort Zone with Robert Wilson

http://www.jumpstartyourmeeting.com/articles/TUZ/rip_cover_off_book.shtml

AAPA Corner

CAAPA April Meeting

Our next meeting will be in April. Date and location will be announced in the next newsletter. Topic will be "*The ABC's of AP*". Beginners and Advanced AP staff will enjoy this seminar. Some of the topics will include: Outstanding checks, vendor files and reconciliation.

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.

AAPA Webn@irs

[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.

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