

Chicago Chapter - APA

December 2011
Volume 5, Issue 12

Newsletter of the Chicago Chapter of the American Payroll Association

2012 Calendar

January

No Meeting

February

4- CPP Review Class

18 - CPP / FPC Review

Class

25- CPP / FPC Review

Class

March

10- CPP & FPC

Review Class

17- CPP & FPC

Review Class

21- Chapter Meeting

Hiring Best Practices /

Health Care Reform

31- CPP & FPC

Review Class

April

20 Chapter Meeting

Multi State Taxation

May

6 - MS Walk

6-10 30th Annual Congress

Orlando Florida

June

15- Chapter Meeting

Social Media

Disaster Recovery

July

No Meeting

August

23- Chapter Meeting

All Day Meeting

Officer Elections

September

3-7 National Payroll Week

6 Recognition Event

October

18-19- 19th Annual Illinois

Statewide

November

15 Chapter Meeting

Year end

December

1 Santa Saturday



CAPA & You . . . The Keys to Success in 2011!



Welcome!!

Hoping you and yours found many blessings to be grateful for this past Thanksgiving. My list was long and always my gratitude is extended for the opportunity to serve the Chicago Chapter members.

December brings added hustle and bustle as the do to lists seem to triple and our time management skills are put to the test. We always manage to get all things done timely and accurately. . . So, remember to share the excitement and magic of the season with the people that bring us our passion for life. The greatest gift we can give and receive is the time and love of each other.

Spend a few moments by the fireplace and enjoy some hot cocoa while catching up on the Chapter newsletter. Read on about the most recent Legislative updates in the Government Corner. APA has many opportunities to stay current through seminars, webinars and publications as can be seen in APA Access. Learn how you can save 20% on your annual chapter membership on the next page. . . Renew by the end of the year!

Due to scheduling conflicts our charitable collections were all delivered on Saturday, December 3rd, read how our generosity was received in the COG's section.

The Chapter continues to thrive thanks to the support and dedication of you, the membership. In Kudos Korner, check out the article on our annual recognition event which recaps the years success which recognizes the key is the members!

We have planned for 2012 and provided an update for your calendars in the blue borders on the newsletter. Additional details will be shared in January with convenience tools for compliance.

We look forward to sharing a spectacular year as our theme for 2012 states. . .

"CAPA Payroll Treasures!"

We are the precious gems that make our industry so valuable.



Thinking about your New Year's Resolutions?



Is Certification on your list of New Year's Resolutions?
No Need to delay. . .
Register Today!



CPP / FPC Review Courses
Class Registrations are
Now open!
Register today @
www.capaeducation.com

Classes will be hosted at
ADP
100 Northwest Point Blvd
Elk Grove Village, IL 60007

Plan on attending the CPP Review Course, which starts on February 4, 2012. Join us and commence your journey toward certification with the support of the Chicago Chapter community.

If you are certified and would like to earn RCH's toward maintaining the credentials, full participation in the course can earn up to 32.5 credit hours.

New to payroll or seeking credentials after being away from disciplines of exam preparation, join us for the FPC review course that starts on February 18, 2012.

All details and material information can be found by visiting www.capaeducation.com or email us your questions at Chicago_chapter_apa@hotmail.com

Hope to see you at this wonderful offering to kick off 2012!



2011 Chapter Officers

President
Mary Kazmierczak,
CPP

Vice President
Paula Black, CPP

Recording Secretary
Kathy Mizejewski,,
CPP

Treasurer
Hank Mazik, CPP

Government Liaison
Kim Childress, CPP

Correspondence
Secretary
Janessa Biagi, CPP

Education Director
Rachel Brooks, CPP

2012 New Officers

Treasurer
Linda Lowe, CPP

Public Relations/
Compliance
Dave Scorza, CPP

Last Chance to Renew at \$40 - Membership Drive Ends 12/31/2011!

Our **Renewal Drive Special** began September 1st to offer our Chapter Members an opportunity to continue receiving their 2012 Chapter Membership benefits at a discount.

How it works: If you renew your Chapter Membership for 2012 (covers January 1 through December 31) by **December 31, 2011**, you can do so at the **Early Renewal rate of \$40.00**.

Who is eligible for this promotion?

This special is available to members who have paid their 2011 membership dues! If you became a new member in 2011 at the \$50 rate, you will also be eligible to renew at the discounted renewal rate for 2012.

What happens if I want to join the Chapter for the first time?

Any Payroll Professional who becomes a new Chapter Member during promotion period can join at the \$50 rate. That rate would cover your Chapter Membership for the remainder of 2011 and through December 2012. These new members will be eligible for the discounted renewal rate during the 2013 promotion period.

What are the Benefits of Belonging to the Chicago Chapter?

Read about our Chapter Benefits at www.chicagopayroll.com/about_us.html

Government Updates



IRS Announces Changes in 2012 Amounts for Standard Deduction, Transportation Fringes, and More

The standard deduction amounts for 2012 increase to \$11,900 for married couples filing jointly or surviving spouses, \$5,950 for single taxpayers and married taxpayers filing separately, and \$8,700 for heads of households. The personal exemption amount for 2012 increases to \$3,800. Rev. Proc. 2011-52.



IRS_2012_Changes.
pdf

USCIS Redesigns Employment Authorization Document, Certificate of Citizenship

U.S. Citizenship and Immigration Services have begun issuing EADs and Certificates of Citizenship in new formats that incorporate new security features.



USCIS.pdf

IRS Releases Draft Revisions of Schedules A and R (Form 940)

The IRS has released draft revisions of Schedule A (Form 940) Multi-State Employer and Credit Reduction Information, and Schedule R (Form 940), Allocation Schedule for Aggregate Form 940 Filers. The draft forms are available for review at www.americanpayroll.org/members/Forms-Pubs/#draft



IRS_Schedule_A_R.p
df

SSA Enhances W-2 Online Filing Option

The APA has confirmed 2011 updates now in effect - e.g., employers may now submit up to 50 Forms W-2 with each submission, and may submit both current year and immediate prior year Forms W-2 electronically - as well as enhancements coming in 2012.



SSA_Filing_Option.p
df

IRS Releases Schedule R (Form 941) for 2012

The IRS has released Schedule R (Form 941), Allocation Schedule for Aggregate for 941 Filers, for 2012. The form is available on the APA website at www.americanpayroll.org/members/Forms-Pubs/#tax



Schedule_R.pdf

Your Year-End Checklist Starts Here

Year-end for some of us is already here. The clock is ticking. Learn how to maximize your year-end processing, and how to get a jump on the 2012 calendar year as well.



Year_End.pdf

The annual quick reference workbook will be provided in the January 2012 Newsletter!

If anyone complains about higher taxes taken on the supplemental income—gently remind them it is the season of giving!

**2012
Upcoming
Chapter Meetings**

March

Accountemps
Rosemont Illinois

April

Northern Trust Bank
Chicago Illinois

June

Joseph Freed &
Assoc.
Chicago Illinois

July

Evening meeting TBD

August

White Eagle
Des Plaines, Illinois

November

Kronos, Inc
Schaumburg, Illinois

Kudos Korner:

***2011 Recognition &
Holiday Party
CAPA – The Keys to Success!***

The crowd was small and intimate, but the group was definitely in to celebrating our Chapter's keys to success at Recognition and Holiday Party held on Saturday, November 12th at Maggiano's Little Italy, in Schaumburg. What a delightful setting for this fun-filled event! Thank you everyone that was able to attend.

Mary Kazmierczak (Mary K) was the MC for the evening. She started by discussing the year in review - reminding us of all the activities and accomplishments that our Chapter and the members have accomplished over the past year. These accomplishments include:

- Held 5 Chapter Meetings
- Offered Spring FPC/ CPP Review Classes
- Piloted a Fall Virtual CPP Review Class
- Celebrated National Payroll Week
- Expanded Money Matters Initiatives
- Obtained 17 Proclamations
- Participated in COGs Activities for MS, RMH, Troops, Toys-for-Tots
- Administered all local APA Events
- Established Joint Chapter Statewide Committed
- Held Holiday Event
- Built Out by November 2012 Calendar

2011 Board Members were introduced:

- Mary Kazmierczak, CPP - President
- Paula Black, CPP - Vice President
- Hank Mazik, CPP - Treasurer
- Janessa Biagi, CPP - Correspondence Sect.
- Kathy Mizejewski, CPP - Recording Sect.
- Kimberley Childress, CPP - Gov. Liaison
- Rachel Brooks, CPP - Education Director

The Board also joined in to help out with the recognition presentations. Let's see who we recognized:

- Vendors
- Volunteers
- Certification Course Presenters
- Newly Certified professionals with CPP/FPC 2011
- Special Friend Awards
- STAR Officer Award
- New Chapter Officers

For a full listing of all recognized and to read the complete article, open the attachment below



2011
Recognition.docx

Kudos Korner: (Cont.)

Thank you CAPA for unlocking the payroll passion and allowing me to serve the Chicago professional community, To you and your families this holiday season may these be your gifts:

*
*Joy
Love
Peace
Happiness
Togetherness
Health

May the new year allow us to share our precious gifts with each other and build the treasures of our hearts and minds.

COG's

Ronald McDonald House—Pop Tabs

On an ongoing basis we will continue to collect the pop tabs for the Ronald McDonald House. The tabs can be collected and brought to any chapter meeting or sent to our mailbox. The collected tabs throughout the year are taken to RMH every December.

Toys for Tots Support—Collection of unwrapped toys in support of the annual US Maine Corp Initiative.

2011 CAPA Generosity in Action

On December 3, 2011 the Chapter officers gathered all the goodies in the van, and took to the city streets in hopes of timely delivery.

On Paula, On Miz, On Patti too. . . we have school supplies and toys for the troops.

As Sargeant Falkos and the team of Military personnel were hustling about, CAPA appeared with an abundance of toys for good little girls and boys. My oh my they exclaimed - the children will smile with delight. For the supplies will even make the school work a bit lighter!

Despite an invite to stay, we needed to fly; our friends at RMH were awaiting our arrival. . . We just could not disappoint or delay. . . So with warmed hearts we were on our way.

Ronald's friends met us with joy. . . As 15+ pounds of tabs were jingling their way into the hands of his helpers.

The CAPA elves then exclaimed as the deliveries were complete. . . Our members have once again proven to have the biggest hearts!

Thank you to all and to all our deepest gratitude!

Mailing Address:

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APA
4740 N Cumberland
Ave. # 355
Chicago, Illinois
60656

Phone:

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

E-mail :

Chicago_Chapter_apa@hotmail.com



*“Compliance is compulsory;
therefore, education is
mandatory.”*

Webinars

What You Don't Know CAN Hurt You - Your Last Look at Preparing for 2011's Year-End

Wednesday, November 30,

1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs and 0.15 CEU

In this webinar, you'll discover some of the last-minute steps you should take to ensure you have a successful 2011 year-end.

What Will the New Form W-2 Require?

Friday, December 2,

1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs or 0.15 CEU

This webinar focuses on common fringe benefits that payroll professional must seek out to ensure correct withholding and reporting on the 2011 Form W-2.

Canadian Payrolls Preparing for Year-End and 2012 - Segment 1

Tuesday, December 6,

1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs or 0.15 CEU

In this segment, you'll learn about the 2012 rates and exemptions, changes to the Canadian Pension Plan, plus the latest in other changes to Canadian payroll compliance. View the [course outline](#).

Canadian Payrolls Preparing for Year-End and 2012 - Segment 2

Thursday, December 8,

1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs or 0.15 CEU

Learn about minimum wage and provincial changes. View the [course outline](#).

Canadian Payrolls Preparing for Year-End and 2012 - Segment 3

Tuesday, December 13,

1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs or 0.15 CEU

In this segment, you'll learn how to be prepared with our year-end/new year checklist, understand the social insurance number (SIN), how to complete the TA4 slip and TA4 form, and much more. View the [course outline](#).

Canadian Payrolls Preparing for Year-End and 2012 - Segment 4

Tuesday, December 15,

1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs or 0.15 CEU

This webinar teaches you how to reconcile the QPP and QPIP, how to complete the RL-1 slip, what taxable benefits in Quebec are, and much more. View the [course outline](#).

Regulatory and Legislative Update for 2012

Wednesday, December 7, 1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs or 0.15 CEU

Find out the latest on what the IRS and other federal agencies have in store for you in 2012. Be sure you have all of the inflation-adjusted numbers required for your first 2012 payroll.

Preparing for Form 940 for Credit Reduction States

Friday, December 9, 1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs or 0.15 CEU

Michigan, Indiana, and South Carolina were credit reduction states in 2010 and there are 21 for 2011. What does this mean for companies with employees in these states? Do you know how it will affect the filing of your FUTA tax Form 940 and Form 940 Schedule A? And how much it will cost your company?

30th ANNIVERSARY CONGRESS

Register today to save \$100 on your [Congress registration](#). Learn from experts, network with peers, and solve your payroll and AP challenges - it's the perfect learning opportunity! Earn up to 30 RCHs or 35 CPE credits for attending.

****Attending. . . Let us know so we can reach out with the annual Congress Chapter event information! ****

**Payroll Education Grants -
Your Ticket to Free Education**

Would you like to attend Congress for free? What about receiving APA's complete library of publications at no cost? Apply today for one of 10 payroll education grants presented by the APA, Kronos, and Global Cash Card to help your professional growth and development.

New for 2012 - [apply online!](#)

The application deadline is February 24, 2012

For more information, visit

www.americanpayroll.org/members/edgrant

SALARY SURVEY eBook

The most comprehensive in the payroll industry, [APA's Survey of Salaries and the Payroll Profession](#) is a biennial overview of compensation and benefits information, payroll trends and technology, operations, management, and costs within payroll departments nationwide. The first download of this eBook is [available free to APA members](#)

PUBLICATIONS

[The Payroll Source®](#)

[The Guide to Successful Electronic Payments](#)

[Guide to Global Payroll Management](#)

APA Chapter of the Year Contest Entry for 2011

The Chicago Chapter will be entering the APA Chapter of the Year contest. The highest honor to be awarded to local chapters from APA. We need your assistance. . .

Please email us your comments about what you find beneficial about being a member of the chapter. Share any comments about a particular meeting; event or interaction that you feel exemplifies the chapter's passion for the payroll industry. These comments will be added to the entry to share the voice of the chapter as we provide the contest judges an armchair journey of CAPA in 2011. **Please email responses by January 7, 2012.**

**Committee Activities
2012**

**CAPA Support
Initiatives**

- MS
Fondation
- Diabetes
Fondation
- Military
Families via
- Toys for Tots
Ronald
- McDonald
House – Pop
tab
collections

**Come Join Us—
Volunteer!!!**



If you would like to join our extended board family, as a committee member, we welcome your energy and vision!

Meeting Planning - (Mary Kazmierczak, CPP)
Volunteers to assist with certification course planning, communications and session structure.

National Payroll Week - (Kim Childress, CPP)
Volunteers help obtain proclamations. Assist in NPW celebration, and annual meeting kick off in August.

Nomination committee - (Assigned in April.) This group of volunteers will verify the membership and credentials of those members wishing to run for chapter officer positions.

Membership - (Paula Black, CPP) This group will help promote membership in the Chicago Chapter. Also making wellness calls to our members, working to increase membership and communications to our members.

Holiday/ Special Events - (Mary Kazmierczak, CPP) Volunteers will help plan special event (s) such as Recognition event, Saturday with Santa, certification celebrations.

Hospitality Committee - (Linda Lowe CPP) handling registration at meetings, responsible for gathering and distributing communications provided from members at meetings to the board for follow up and welcoming members at Chapter events.

Statewide Committee - Assist with the planning and preparations for the annual Illinois Statewide Conference. Subcommittee for vendor outreach also. Working in unison with Illinois Sister Chapters.

Educational Committee- (Janessa Biagi, CPP)
Arrange and/or present at schools, youth and adult organizations on the importance of education and providing knowledge and clear expectations about their paycheck. Aids in meeting preparation, communications and pertinent topics/ speakers.

COG- Chapter Outreach Group - (Kathy Mizejewski, CPP) members will work on community and charitable outreach events.

Public Relations- (Dave Scorza, CPP) Volunteers to assist with press releases, public notices, ads. Help with social media and promotions of CAPA.

Next Newsletter is January 3, 2012

Have a safe & Happy New Year!



Looking ahead to 2012!



Save the date!!!
19th Annual Illinois Statewide

**“Jazzin’ Up Payroll”
19th Annual IL Statewide APA Conference
October 18-19, 2012
Hilton Lisle/Naperville, Lisle Illinois**

Monthly Safety Tip

Android Viruses up 472%

The thing I love about my Android is that it’s not an iPhone... but I also have to acknowledge that Apple’s draconian measures have protected their customer base from the massive spikes in malware we see in the Android market. Unlike the Apple Marketplace, the Android market allows anyone to post applications.

As this [article](#) points out, the bulk of these exploits are simply designed to spy on you. Nobody likes that, but the second major type of attack has a direct impact on your wallet. These SMS Trojans send outgoing SMS/Text message to “Premium SMS” providers. At \$10 per message they can take you to the cleaners pretty quickly. The good news, at least for Verizon customers, is that you can block all Premium SMS messages. After reviewing the different services offered by these providers, I’m fairly confident I can live without dating advice, weather reports, movie reviews, and horoscopes. Blocking Premium SMS won’t stop the storm that has arrived though. The same skills you use for protecting your PC (or Mac) will protect your mobile device as well.

Don’t download apps that you don’t need. Question anyone that gives away anything. In general, be suspicious. If your mobile device is for work, consider using a third party app with encryption to isolate your personal “stuff” from your professional stuff.

Darrin Dexheimer
VP, Information Technology
CIC Plus, Inc.

**Wishing you and A Joyous & Peaceful
Holiday Season!**



American Payroll Association
Chicago Chapter Officers