

Chicago Chapter - APA

February 2012
Volume 6, Issue 2

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- Volunteerism meeting
- May
6 - MS Walk
6-10 30th Annual Congress
Orlando Florida
18- Chapter Meeting
Multi -State Taxation
- June
15- Chapter Meeting
Social Media
Disaster Recovery
- July
Event to be Determined
- 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



“Payroll Treasures 2012”



Welcome!!

“CAPA Payroll Treasures!”
We are the precious gems that
make our industry so valuable.

Fantastic February is underway! What an exciting
start to the year it is!!!

Recently APA highlighted, one of the Chicago
Chapters very special and very own. . . our Chapter
Co-founder, Sue Darring, CPP! Chicago is the luckiest
Chapter to have you as our very own. . . Thank you for
your contagious passion inspiration and expertise so
generously shared with us all!

30TH ANNIVERSARY FEATURE STORY

Meet Sue Darring, CPP, a payroll professional for
more than 30 years who has a definite passion for the
profession. Take a trip down memory lane with Sue
as she shares many fond memories of her fabulous
ride with the APA. MORE>>

<http://www.americanpayroll.org/paytechonline/feature-1/>

The Chicago Chapter’s Public Relations officer has
given the chapter website a facelift. . . check out
the article on page three from Dave Scorza, CPPP
and visit the site at www.chicagopayroll.com



The Chapter as mentioned in the January Newsletter
was awarded 2nd place in the NPW Promotions
contest. We have won three webinars live or on
demand. We will raffle one webinar off at each of
our first three meetings in 2012 to the attendees at
that meeting.



Chicago Chapter
Holds 1st Meeting
March 21, 2012

Don’t Delay
Register Today!

Sponsored by:
Robert Half & Associates

Hiring Practices
&
Employment Distinctions

Presented by
Matt Norman

One O’Hare Center
6250 N. River Road
Rosemont IL 60018
8:30 a.m. - 1:00 p.m.

Members fee \$ 15.00 Non Members \$ 20.00

Register by calling the helpline at 1-773-631-8480
Or email to chicago_chapter_apa@hotmail.com

Mail payment to:

Chicago Chapter
4740 N Cumberland Ave #355
Chicago IL 60656

Or register and pay with Paypal at
www.chicagopayroll.com

Meeting topic receives 3.00 RCH

Spaces still available for the
FPC Review Course
Classes begin February 18, 2012 at ADP
Additional details and Registration at
Our education website
www.capaeducation.com



2011 Chapter Officers

- President
Mary Kazmierczak, CPP
- Vice President
Paula Black, CPP
- Recording Secretary
Kathy Mizejewski, CPP
- Treasurer
Linda Lowe, CPP
- Government Liaison
Kim Childress, CPP
- Correspondence Secretary
Janessa Biagi, CPP
- Education Director
Rachel Brooks, CPP
- Public Relations/ Compliance
Dave Scorza, CPP

CAPA Membership for 2012 for Re-joining and New Members

If you have not renewed your membership or are thinking about joining the Chicago Chapter, don't delay! Do that today! The 2012 Membership Dues are \$50. As a member you have access to our monthly newsletter, discounts on seminars and educational classes and much, much more to support your Payroll Profession!

Per our bylaws, CAPA Membership is an Annual Membership that begins Jan 1 of the current year and runs through December 31st. It is important that you renew your membership early so that you can take advantage of member benefits throughout the year. If you renew later than the beginning of the year, your membership commences from that point forward through the end of the year. Membership does not straddle years.

The CAPA Board strives to keep membership dues nominal compared to similar organizations. Each year, starting September 1st (see August Newsletter) we hold a membership drive for the following year giving members a chance to renew at a discounted rate. Also, as a courtesy, we continue to provide prior year members with the newsletter through the end of February and then remove them from the distribution if they have not renewed their dues.

What are the Benefits of Belonging to the Chicago Chapter?

Read about our Chapter Benefits at <http://www.chicagopayroll.com/about.htm>

How do I become a member or renew my membership?

Go to the Chicago Chapter website Membership page for directions on how to become a new member or renew your current membership the following link: <http://www.chicagopayroll.com/membership.htm>

Government Updates



Payroll Tax Cut Extended for Two Months

The Temporary Payroll Tax Cut Continuation Act of 2011, enacted on December 23, continues the social security tax rate paid by employees in 2011 (4.2%) for wages paid in the first two months of 2012. Expiring on December 31, however, were increased adoption assistance benefits and parity for mass transit benefits, which were not continued. Pub. L. No. 112-78



Payroll Tax Cut.pdf

SSA Eliminates Telephone, Paper SSN Verification Options

The APA has been advised that the Social Security Administration is eliminating both the Telephone Number Employer Verification (TNEV) and the paper options for verifying employee social security numbers in 2012.



SSA SSN.pdf

IRS Updates Guidance on W-2 Reporting of Employer-Provided Health Coverage

The IRS has issued updated interim guidance on Form W-2 reporting of the cost of employer-provided group health plan coverage on 2012 Forms W-2. Previous guidance is clarified and new guidance is offered on items including: • coverage provided under an EAP, wellness program, or on-site medical clinic, • cost of coverage not required to be included in the aggregate reportable cost, • calculating the reportable cost under a program providing both benefits that constitute applicable employer-sponsored coverage and benefits that do not, • coverage period that includes December 31 and continues into the subsequent calendar year, • Form W-2 provided by a third-party sick pay provider, and more. Please read Notice 2012-9.



Notice 2012 9.pdf

IRS Releases 2012 Circular E

Publication 15, Employer's Tax Guide, has been posted on the APA website



Circular E.pdf

IRS Issues 2012 Publication 15-B, Employer's Tax Guide to Fringe Benefits

The publication has been posted on the APA website.



Pub 15 B.pdf

Appropriations Bill Expands E-Verify Mandate to Cover All Federal New Hires

Buried deep inside the Consolidated Appropriations Act, 2012, is a provision requiring that - as of December 23, 2011, the date of enactment - all new federal employees must have their employment eligibility confirmed through E-Verify. Pub. L. No. 112-74.



E Verify Fed New Hires.pdf

2012 IRS Filing Season Letter

Please read the attached letter from the IRS Stakeholder Liaison manager for Illinois. The letter has contact information that is very informative along with other shortcuts to information that we as Payroll Professionals find useful.



IRS Stakeholder Liaison.pdf

Top Tips Every Taxpayer Should Know about Identity Theft

The IRS wants you to be aware of the top 13 things you should know about identity theft so you can avoid becoming the victim. Please read the attached to find out more.



Identity Theft.pdf

**2012
Upcoming
Chapter Meetings**

March

Accountemps
Rosemont Illinois

April

Evening Meeting TBD

May

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:

***Congratulations to Chicago Chapter!
2nd Place Winner NPW Chapter Promotion
Contest***

***Information on the Prizes found on front page!
Congratulations & Good Luck!***

The Chicago Chapter website has recently been updated. Visit <http://chicagopayroll.com> to check out our new look. Be sure to bookmark the site as a favorite for easy access.

The revised site has most of the same content but in a cleaner and easier to navigate format. We are interested in hearing your thoughts, feedback, and comments about the website. Please use the Contact Us link available on the bottom of the blue navigation bar on the left side of every page.

Here is a summary of what you will find on the website:

- About Us - Provides an overview, our purpose and benefits, list of chapter officers, and committee information.
- APA National - Mentions about the American Payroll Association and MyPaycheck website.
- Education - Information about how to access our CAPA Education website and how to register for general classes and meetings.
- Events Calendar - This page has a listing my month of classes, events, meetings, etc. Included is a link to a printable PDF version of the calendar.
- In The News - Check out important items and announcements from the IRS, SSA, APA, etc.
- Job Opportunities - Looking for a new job? We post job opportunities for 60 days at no cost.
- Links - A comprehensive list of payroll and industry related links for reference and research purposes.
- Meeting Info - Let's you know where to look for upcoming meetings and how to register and pay.
- Membership - Not a member yet? Look here for how to join the chapter.
- National Payroll Week - NPW is always a big week for payroll professionals. We provide information about NPW and how you can get involved.
- Newsletter - We post the monthly newsletters in PDF format going back a few years.
- Pictures - The chapter takes photos at all our classes, meetings, and events. We post them on-line for your enjoyment.
- Sponsors - Please visit our sponsor's websites. They are an integral part of the chapter's success.
- Statewide Conference - Information about the Illinois Statewide Conference is available on this page.
- Contact Us - Outlines how you can get in touch with the chapter via mail, phone, or e-mail.

Take time to look at the About Us page to meet our current officers and see how you can get involved with volunteering for a chapter committee. We are looking to create a Facebook page and also considering Twitter. If you have experience with either of these, please contact the chapter.

COG's



The Chicago Chapter will be focusing its Charitable outreaches to the following organizations in 2012

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

Under the direction of Kathy Mizejewski, CPP we will be focusing our efforts in support of the above organizations throughout 2012. The chapter will be offering many ways to contribute to these organizations at our meetings, events and through fund raising events.

MS Foundation

The MS Walks is schedule for May 6, 2012 this year. Gail Bischof, CPP will be our team captain for the event. Watch future communications for details on how you can join the team and other ways to support the organization.

Diabetes Foundation

The Diabetes Foundation hosts its Juvenile Diabetes walk in honor of Ron Santos, annually in October. There will opportunities throughout the year to provide support and details on participating in the walk as the date draws closer.

Military Support -Toys for Tots

CAPA will be supporting our Military during 2012 also. The main outreach will be to provide gifts for the Toys for Tots program. The chapter is planning a "Christmas in July" donation program which will take place at our evening meeting in July.

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.

A listing of the chapter committees and the newly appointed chairs can be found on the last page of the newsletter. If you are already on a committee the chair will be reaching out to you in the near future. If you would like additional information on joining a committee or have questions about participating please contact the officer listed via the chapter mailbox at Chicago_chapter_apa@hotmail.com

"Many hands makes light work"

By John Heywood

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

**Mark Your Calendars Now for
APA Special Courses in Chicago!**

Date	Topic
April 24, 2012	Multi State Taxation
June 21, 2012	Tax Forum
August 16, 2012	Garnishments
September 13, 2012	Local Taxation
TBD	Year-end & 2013
TBD	Canadian Year end Government Year End
TBD	

Webinars

[New Year, New Challenges - Your First Look at 2012](#)

Thursday, February 9, 1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs or 0.15 CEU
Find out the latest changes you need for successful payroll processing in 2012 with a webinar that discusses what changes the IRS requires in the new year, including the new health insurance reporting required on Form W-2.

[Correcting a W-2 Without Making More Mistakes](#)

Thursday, February 16, 1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs or 0.15 CEU
Discover when and why Form W-2c and Form 941-X may be required in your correction process. This webinar explores not only how to complete Forms W-2c and 941-X, but when they must be filed to avoid penalties.

[Overpayments - What Must Be Done When You Have an Overpayment?](#)

Thursday, February 23, 1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs or 0.15 CEU
Learn how to manage the repayment and correction process in a compliant manner while ensuring your organization recoups the overpayment timely.

[Calculating Paychecks – Segment 1](#)

Wednesday, February 29, 1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs or 0.15 CEU
In this session, you'll learn how to stay in compliance by correctly calculating a nonexempt employee's overtime using the regular rate of pay. View the [course outline](#).

[Calculating Paychecks – Segment 2](#)

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

Earn 1.5 RCHs or 0.15 CEU
Learn how to calculate federal income tax using the percentage method and wage-bracket method, what payments are supplemental wages, and when the optional flat rate and mandatory flat rate taxation methods are used. View the [course outline](#).

[Calculating Paychecks - Segment 3](#)

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

Earn 1.5 RCHs or 0.15 CEU
In this segment we will discuss the pre-tax and non-tax treatment of benefits and how an employee's net pay is impacted. View the [course outline](#).

[Calculating Paychecks - Segment 4](#)

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

Earn 1.5 RCHs or 0.15 CEU
In this session we will discuss the proper calculations of wage attachment deductions from an employee's pay, including federal tax levies, child support orders, and creditor garnishments. View the [course outline](#).

[Overpayments - What Must Be Done When You Have Overpayments?](#)

Thursday, February 23, 1:00 p.m.-2:30 p.m. ET

Earn 1.5 RCHs or 0.15 CEU
Learn how to manage the repayment and correction process in a compliant manner while ensuring your organization recoups the

**30th ANNIVERSARY CONGRESS
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

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

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](#)

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 March 6, 2012



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

It’s that time of year again... hopefully everyone has pushed out their W-2s by now. Many payroll departments use third parties to distribute W-2s electronically or may contract just for W-2 reprints, opting to mail the originals on their own. It’s a good time to remind employees to be careful. The Form W-2 is a good stepping stone for identity theft. It contains most of the valuable information thieves are looking for (Name, Address, SSN, etc.). I’m obviously somewhat biased here, but the best protection is to NOT mail these documents, even if you don’t use CIC Plus... find a vendor and get this information out of the mail stream. It doesn’t get much easier than stealing mail the first week in February to score big on W-2s.

Hopefully your W-2 process is already electronic. If so, the big worry there is password management and security. Your vendor, or internal call center, should NEVER ask for passwords and Employee’s should be instructed to never give passwords to anyone (this goes for any site really, not just online banking and payroll services). Remind your employees that they should never respond to phone calls or e-mails concerning their W-2 that ask for personal information. We see W-2 related phishing emails every year; this year is no exception. We know of at least one email scam already with one of the major retail tax preparation software packages and the season has just started.

Congratulations on making it through another January!

Darrin Dexheimer
VP, Information Technology
[CIC Plus, Inc.](http://CICPlus.com)

***It’s not too early to begin thinking about
National Payroll Week!***

If you would like to assist the Chicago Chapter with [Money Matters](http://MoneyMatters.com) please contact Janessa Biagi at chicago_chapter_apa@hotmail.com

The Money Matters program goes from May through September each year. Schools and other organizations often begin planning now for activities during that time. Now is a great time to reach out to your school, library or scout troop!