



The Payroll Resource

July/August 2012

Volume 2012, Number 12

Meeting Info

- August 24, 2012
 - 8:00am - 9:30am
 - Breakfast Provided
 - Time Warner Cable
- 7800 Crescent Executive Drive
Charlotte, NC 28217

APA Websites:

APA Charlotte
APA National
Carolinas Payroll
Conference

Useful Links:

IRS
Dept of Labor
NC Dept. of Revenue
NC Dept of Labor



Friday

August 24, 2012

8:00 to 4:30

Employer's
Association
3020 W Arrowood Road
Charlotte, NC 28273

7 RCH

Charlotte Chapter APA Payroll Today 2012 All-Day Seminar

Sponsored by:



Accountemps®

A Robert Half Company

You are invited to attend a
full day of education and
networking.

For more information or
to register go online to
www.apacharlottenc.org

Schedule

8:00-8:30	Registration and Continental Breakfast
8:30-8:45	Announcements and Welcome
8:45-9:45	"The electronic Income Withholding Order Project- e-IWO and Changes to the IWO form"
Speaker Bill Stewart	
9:45-10:00	Break
10:00-11:30	"Organizational Change: Change Up or Get Moved Out"
Speaker Martin Armstrong	
11:30-12:30	Lunch with Roundtable Discussion- "Affordable Health Care Act-Implications for Payroll"
12:30-2:00	"Payroll Auditing"
Speaker Lisa Poole	
2:00-2:15	Break
2:15-3:15	"Unemployment Tax Impact on 2012 and Beyond"
Speaker Matt White	
3:15-4:30	"The Art of Creative Fusion ...Strategies, Systems and Smarts to Lead"
Speaker Nicole Greer	



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In Memory of Renae Boger



In 1998, I moved to the Charlotte area and went to work for a local company as their Payroll Manager. One of the first things I did was attend the Carolinas Payroll Conference, with my management's blessing. They told me to lookup someone named Renae Boger and she could give me some insight on navigating my way around the company since she had worked there, and around the Charlotte area.

I happily went to the Conference, looked up Renae, and made a friend for years to come. Renae not only told me what I needed to know about my company (which was to run as fast as I could get out of there), but about the local APA Chapter and the Carolinas Payroll Conference.

The Charlotte Chapter of the APA was almost non-existent. Officers and members had faded away, and no one had a good idea on where things stood. We were able to find out where and when the next meeting was supposed to be, but not much more. We showed up for the meeting, along with a few of Renae's other friends – Charlie Mae, Pat, and Rachael. But I believe the five of us were the only ones there. We decided we had to do something about the situation, with Renae's urging of course.

So, we decided to hold the Chapter meetings, even if we were the only ones there. The local business had agreed to let the Chapter hold the meetings for a few more months, but no one contacted them beyond that. So, they let us come and have our meetings. Most of the time, we were the only ones who showed up – the five friends. We didn't know who the officers really were, so we decided to do it ourselves. We would have our meetings, figure out who wanted to do what, and go from there. Heaven forbid, if you had to go to the ladies' room. I did go to the ladies' room one evening, and came back as Vice President. A month later, one of the gals had to bow out for business reasons, so I became President – for the next 4 years. Renae just chuckled every time we talked about officers. She thought she pulled one over on me, and I guess she did.

After that, we would sweet-talk businesses into letting us use their facilities for our meetings, begged everyone we knew to give us things for our Chapter giveaways (bribery) at meetings, feigned hungry looks so that vendors would sponsor food for the meetings, bribed our friends into bringing their friends to the meetings, and then bring their friends, discovered how to get a new Chapter flag from National, tried our hand at writing by-laws, created any excuse we could come up with to get a speaker that might bring some folks with them, and continued to battle the losing fight to get the Chapter back on its feet.

By the time we went back to the Carolinas Payroll Conference the next year, we may have had 12 members. Non-paying, of course. Renae would just smile and tell us it would be okay. Of the 3 Chapters sponsoring the Conference at the time, we had the smallest representation. Renae was the only one not disappointed with the comparison.

And the Carolinas Payroll Conference – who would not have fun at Myrtle Beach? Renae knew some folks in the North Carolina Chapter (as if Charlotte was not in the same state), so we made sure we got together in Myrtle Beach. Of course, we worked so hard on rebuilding the Chapter, we couldn't stop working when we got to Myrtle Beach. We were on the Conference Committee, and that led us to new ways to promote the Chapter. Renae would come up with ideas for the Conference, and then would get us to carry them out for the Chapter.

In 2008, Renae retired, as did husband Frank. They sold their house, all their furniture, streamlined their possessions, and bought a camper and large truck. They set about traveling the country and seeing all the sites they longed to visit. They kept an online journal of their travels, and shared it with their friends and family.

Renae passed away on June 16, 2012. She will be missed by all who knew her smile, her infectious 'can-do' attitude, and her winning ways with all strangers who quickly became her friends.

The Charlotte Chapter is alive and well today almost solely on the perseverance and dedication of Renae Boger. She will be missed.

*By
Kay Herbold*

From Membership Director, Susan Morano

Refer a Member... Get Rewarded!!!!!!!

Why Become a member of the Charlotte APA?

Networking with other Payroll Professionals will help enhance your career opportunities and develop lasting relationships.

Education and Training Opportunities:

- ✓ Monthly local chapter meetings – Earn RCH credits
- ✓ Statewide Conferences
- ✓ Federal, state and local regulatory updates
- ✓ Seminars and Special Programs
- ✓ CPP/FPC Study Group

Monthly Newsletter

Reduced fees to monthly meetings, conferences and seminars

Community Projects and Volunteer Opportunities

Voting rights in the election of chapter leadership

Pre - Registration for meetings is requested (for headcount), but not required.

Membership committee members needed!!

Please e-mail Susan Morano if you're interested in helping with our upcoming membership drive!

The membership application is available on the website. Go to www.apacharlottenc.org.

Email: susan.morano@camoplastsolideal.com

Don't Forget to Renew Your Membership!!!!!!

Upcoming Events – Mark Your Calendars

- ***Charlotte APA Farewell to Summer Mixer***
Thursday, September 13, 2012
Location: Village Tavern
Charlotte, NC

- ***National Payroll Week Luncheon***
Thursday, September 20, 2012
Location: Clariant Corporation
Charlotte, NC

- ***American Heart Association – Heart Walk***
Saturday, September 22, 2012
Charlotte, NC

- ***Carolinas Payroll Conference***
November 7 – 10, 2012
Location: Hilton Myrtle Beach Resort
Myrtle Beach, SC

Charlotte APA T- Shirts

We have small, medium, large, X-Large and XX Large.
The cost for each T-Shirt is **\$10.00**.

We will have order forms available at the Charlotte APA meeting.
We will also email an order form to members when the T-Shirts arrive. Please make all checks out to Charlotte APA.





Charlotte Chapter of the American Payroll Association

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Charlotte APA Newsletter Archive

Did you know that past newsletters are available on the Charlotte APA website?

Go to <http://www.apacharlottenc.org>

Log in to the website

Select **Membership**

Select **Newsletters**

Select the newsletter you would like to review from the list.



Member Spotlight
Meet Torey Mills, MBA, CPP

*Associate Payroll Supervisor,
Budgets and Payroll*

Central Piedmont Community College

Name: [Torey Mills](#)

Current Place of Employment: [Central Piedmont Community College](#)

How long have you been a member of the National APA or local APA? [4 years](#)

Hobbies: [Softball, reading, movies, dinning and chatting with family and friends](#)

Family: [A son \(Tyre\)](#)

Influences in your career: [My family](#)

How did you get into payroll? [I was working in accounting and was asked to give payroll a try.](#)

What would be your alternate career choice? [Play professional softball](#)

What keeps you/got you started in payroll? [I started my career in accounting \(manufacturing\). One day our payroll admin decided that she did not want to do payroll any more. I was asked to give it a try and 12 years later I'm still trying it. I enjoy working with numbers; and the challenges it presents.](#)

Favorite way to relax/blow off steam after a hectic day/week: [Eat a good meal and watch television.](#)

Government Updates

South Carolina's budget has been approved and it is good news for employers. Similar to last year, legislators appropriated approximately \$77 million to be deposited directly into the state's unemployment trust fund. This additional money will allow the agency to again recalculate and reduce 2012 tax rates for all employers retroactively to January 1, 2012. The agency also expects to again make a federal loan payment large enough to qualify for a credit reduction exemption in 2012. If the payment is made by November 10, 2012 and the USDOL approves, the FUTA effective rate for 2012 would be 0.6% instead of 1.5%. The agency has posted information about the preliminary new rate schedule on their website. Rates will range from 0.098% to 7.586% versus the original rate range of 0.098% to 8.686%. They hope to issue the revised rate notices in late September or early October. Credit statements reflecting overpayments applicable to first and second quarter will also be issued at that time. Unfortunately, refunds will not be available; credits will have to be used against future taxes due. We will publish more information as it becomes available. See the following link for more information: <http://dew.sc.gov/emp-important-information.asp>

Subscribe today to the Ernst & Young LLP Payroll Resource Library!

Through the Ernst & Young LLP Payroll Resource Library you receive emails of significant federal, state and local employment tax developments and an extensive monthly journal, Payroll Perspectives, with employment tax news and analysis you can use. For additional information or to order, go to this link:

<http://hr.cch.com/products/ProductID-5261.asp>

Illinois mandates monthly unemployment wage reports starting next year

Illinois law enacted this summer significantly changes employment tax reporting logic by requiring monthly, rather than quarterly wage reports. There's little time to comply, as the first monthly report is due for January 2013.



[State Links illinois.gov](http://illinois.gov)

Illinois.gov - the Illinois Government News Network is your online source for State of Illinois government news, press releases, audio clips and sound bites, press contacts, and more.

Just Released – E-Verify Self-Assessment Guides

USCIS is pleased to give our customers a resource to support their compliant use of E-Verify. Take advantage of these useful tools and begin using the new [Self-Assessment Guide for E-Verify Direct Access Users](#) or the [Self-Assessment Guide for E-Verify Web Services Users](#).

MasterCard Free Webinar

Payroll Card Regulatory Landscape and Update



The **American Payroll Association** (APA) and **MasterCard** are pleased to present a special eLearning webinar. There is no cost to attend.

Description

Whether your organization is considering a payroll card program or looking for ways to increase employee adoption, it is important to have the most current knowledge on the product features and benefits that employees value, how they use the payroll card and the 50-state compliance environment to help you achieve your objectives. By attending this webinar, you will learn:

- Payroll card market growth
- Insights on employee attitudes toward and usage of payroll cards
- State compliance landscape update
- Key elements of a successful payroll card program

Schedule

This educational webinar will begin at 1:00 pm ET and end at 2:00 pm ET on Thursday, September 13, 2012.

Recertification Credit Hours

Earn 1.0 Recertification Credit Hours (RCHs) 0.10 Continuing Education Units (CEUs) or 1.0 Continuing Professional Education (CPE) credits when attending this webinar.

Delivery Method:

Group Internet-Based

Field of Study: Management Advisory Services



Format

APA webinars are delivered over the Internet using interactive WebEx technology. After you have registered, you will receive an e-mail with instructions and links to download course materials and/or connect to the webinar. Within 48 hours of webinar completion, you will receive an e-mail asking you to evaluate the webinar, and will receive a completion certificate.

For webinars on demand, you will receive an e-mail with a link to the recorded webinar. Enter the order number provided in the e-mail. The program will begin to play as it continues downloading in the background. The process requires a high-speed internet connection and Windows Media Player 9 or later. Once the link is activated, you have 48 hours to view the program. The e-mail will contain links to the course material associated with the segments, if available.

<http://www.americanpayroll.org/product/49/169>

Job Opportunities

JOB TITLE: Payroll Supervisor
DEPARTMENT: Payroll Department
REPORTS TO: Director of Human Resources

SUMMARY:

We are seeking an experienced working payroll supervisor to assume all payroll duties for a fast growing company in Charlotte. This individual will be responsible for all areas of multi state payroll from both an accounting and human resources perspective. The Payroll Supervisor is responsible for independently managing a payroll processing team to deliver timely and accurate payroll while minimizing company expense and exposure. The Payroll Supervisor ensures that computing, withholding and deductions associated with net pay are done properly and on time. Organizes and complies with all federal, state and local requirements, such as W-2s. Oversees the distribution of paychecks and arrange direct deposit programs. Ensures payroll records are updated and inform management on any significant trend changes. Oversees payroll for over 300 employees. This working supervisor will personally perform payroll processing and related activities. In addition will supervise 3 Payroll Specialists who receive, log and reconcile, Time Sheets, Labor Sheets and Expense Reports for payroll processing. The Payroll Specialists are Subject Matter Experts who interact with our employees with regards to our client contracts including expense reports and per diem eligibility.

KEY TASKS OF PAYROLL SUPERVISOR

Manages and guarantees weekly/biweekly disbursement of multi-state payroll, including garnishments, benefits and taxes consistent with federal and state wage and hour laws.

Ensures the processing of new hires, temporary workers, transfers, promotions and terminations is accurate and timely.

Responsible for leading the Payroll team to deliver a high level of quality and service. The Payroll Supervisor works closely with all internal departments to deliver quality, accuracy, and timeliness in the payroll process. Supervises payroll staff, including three (3) Payroll Specialists who collect and reconcile time sheets and expense reports for processing. Assigns work based on employees' abilities, prioritizes tasks, and develops cost-effective solutions to administrative problems. Sets performance objectives and goals for the Payroll team and directs staff to ensure adherence to standard payroll policies and procedures.

Manages and audits payroll processes to ensure that employee data pertaining to pay rate, taxes, and deductions is 100% accurate and that paychecks for all bi-weekly, multi-division, multi-state payrolls are delivered on schedule.

Meets all government reporting requirements for payroll taxes in multiple states, withholding and employer contributions and payroll garnishments. Maintains payroll internal control.

Provides Accounting Department with timely and accurate general ledger journal entries.

Develops and implement training for all Account Specialists regarding the payroll policies, best practice business processes and procedures used by the company.

Develops and document payroll procedures. Recommend process improvements to enhance efficiency of system and business processes.

Keeps abreast of changes in Federal, State and Local payroll and tax regulations to ensure compliance.

Monitors work results, prepare annual performance reviews and provide direction and feedback to direct reports.

Critically reviews and analyzes current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations.

Personally processes weekly paychecks for approximately 300 employees.

Audits payroll balance sheets, YTD earnings, etc.

Communicates actively with Operations, Human Resources and Finance to review cross-departmental impacts and reconcile data sharing.

Ensures systems are set-up and updated to reflect our current employee base, including wages, benefits, sick and vacation time in line with contracts.

Prepares regular relevant management reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.).

QUALIFICATIONS OF PAYROLL SUPERVISOR

Bachelor's Degree in Business Administration, Finance or Accounting or the equivalent in education and experience.

A minimum of 4 to 7 years in-house payroll processing experience within multi-state environment for approx 200 employees.

2 to 3 years supervisory experience managing the payroll function and personnel.

In-depth knowledge of payroll taxes, garnishments, compensation programs, accruals, wage reporting, audits and state/federal regulations.

Familiarly with a software payroll system, preferably Deltek CostPoint.

Proficient with Microsoft Excel and MS Word skills.

Experience with electronic payments and filing of federal and state payroll taxes.

Strong analytical skills, drive and enthusiasm.

High standard of personal and professional integrity.

Excellent communication, presentation and facilitation skills.

Ability to lead and instruct others to realize their full potential. Ability to handle interruption and changes without becoming less productive.

Highly organized and flexible with the ability to work under time constraints is essential.

Demonstrated ability to listen and anticipate customer needs.

Able to effectively communicate tasks and expectations to the staff, devise means to improve work quality, treat staff professionally, initiate new projects and follow company policy.

Self-motivated individual who seeks new assignments and challenges as a growth opportunity.

Certified Payroll Professional (CPP) Preferred.

Contact: RJ Anthony or Jeff Grimes at Robert Half

rj.anthony@roberthalf.com

JOB DESCRIPTION

TITLE: PAYROLL SUPERVISOR

REPORTS TO: OFFICE MANAGER

Salary: Open
Location: Charlotte, NC

POSITION SUMMARY: Responsible for supervising and administering the payroll function including data entry from time sheets and reports, reviewing downloaded data from store locations. Implements standard and specialized payroll activities to support the payment and distribution of pay checks and advices to 1,500 to 2,000 employees on a weekly basis. Ensures established deadlines are met for production of paychecks, pay advices, and reports.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Timekeeping/ Data Entry

Retrieves and downloads data from various sources reflecting time worked by hourly employees.
Reviews hours/ data for accuracy and potential omissions.
Runs and reviews errors report for missing data, incorrect department numbers, new hires, etc.
Interacts with other staff members in accomplishing these timekeeping and data entry related tasks.
Receives documentation and inputs commissions, bonuses, gas commissions, and other related data.
Ensures payroll deduction information for input is applicable and appropriate, e.g. uniforms.
Maintains and enters current information on new employees, rehired employees, and separated employees. Follows-up with appropriate manager if data is missing, e.g. hours received but new hire information not received.

2. Payroll Administration

Processes payroll and prepares and prints paychecks via payroll system and prepares packages containing checks to be shipped via UPS to various locations.
Meets weekly deadlines by ensuring paychecks are prepared no later than Wednesday morning for all store locations and office personnel.
Interacts with other staff members in accomplishing all front-end activities related to payroll to ensure accuracy, timeliness, and completeness.
Ensures salaried employees are paid accurately and timely.
Inputs any appropriate corrections received on the next available payroll.

3. Communication

Ensures each store manager provides needed payroll data and changes via inter-office delivery, fax, and/ or e-mail. Notifies store manager or district manager of any identified issues.
Interacts with store managers and other staff members in receiving and disseminating information related to payroll processing and administration.
Responds to appropriate questions related to payroll including information about rates of pay, date of last pay increase, uniform reimbursement, etc.
Works with management to hold managers accountable for providing needed data by the deadlines established on Monday of each week.
Attends monthly corporate staff meeting for input and suggestions to overall operations.

4. Reporting/ Filing/ Follow-up

Runs and distributes scheduled payroll reports each Wednesday.
Sets up and establishes files for new employees each week.
Completes processing of terminations including pulling and archiving separated employee files.
Files various items and documentation in employee files on a timely basis.

Completes Employment Security Commission forms and Department of Labor reports as required and requested.
Tracks and reports payroll discrepancy issues by store location.
Mails checks to separated employees when checks are returned from the store location.
Applies experience and knowledge in preparing and submitting accurate and timely payroll tax returns.

5. Information Technology

Utilizes DRB or Mass 90 system to process payroll and prepare reports each week.
Maintains up-to-date knowledge of procedures and systems in order to perform job responsibilities related to use of computer systems.
Assists in the conversion process of computer systems including preparing manual payrolls when necessary.
Interacts with IT staff in trouble-shooting processing problems.

6. Other

Performs other duties as required or requested.
Contributes to the positive team efforts of the corporate office and the company.

KNOWLEDGE, SKILLS, AND ABILITIES:

Education

High school graduation or equivalent, required.
Some college courses in business, accounting, payroll administration or related field or equivalent experience, preferred.
Certified Payroll Professional, required.

Experience

10 years in payroll processing and administration position (with 1,500 employees or greater), required.
Experience and knowledge in the areas of timekeeping, payroll administration, payroll tax returns, payroll terminology, and payroll systems, required.
Experience with electronic tax payments and direct deposit transmission, required.

Skills and Abilities

Good verbal and written communication skills.
Demonstrated attentiveness to details; analytical ability ranging from simple to moderately complex.
Demonstrated ability to effectively solve problems.
Internal customer service skills related to interaction with resolving payroll issues.
Ability to work independently with minimal supervision.
Ability to work in a multi-tasking environment.
Intermediate skills required – data entry, keyboard skills, filing, spreadsheet, etc.

ESSENTIAL PHYSICAL REQUIREMENTS:

Standing/ Walking – low level
Sitting – high level
Lifting – up to 5 lbs.
Visual Concentration – high level
Environment – normal office environment

Contact: Tom Haughney

tom@powersassoc.com



My Heart. My Life.

Save the Date!
September 22, 2012

**The Charlotte APA will be participating in the
American Heart Association's Heart Walk**

Why Walk:

Did you know that cardiovascular disease is the No. 1 killer of all Americans? In fact, someone dies from CVD every 38 seconds! Heart disease also kills more women than all forms of cancer combined. And congenital cardiovascular defects are the most common cause of infant death from birth defects.

You can help. When you [join Heart Walk](#), you join more than a million people in 300+ cities across America in taking a stand against heart disease and helping save lives!

The funds you raise in the Heart Walk will support projects like these:

Putting up-to-the-minute research into doctors' hands so they can better prevent and treat heart disease among patients.

Groundbreaking pediatric heart and stroke research. About 36,000 babies are born with heart defects each year —research is the key to saving babies' lives.

Getting life-saving information to those who need it most – information that can save a life, like how to eat better, how to recognize the warning signs of heart attack, and how to talk to a doctor about critical health choices.

Go ahead and mark your calendars, more information will follow.

*Please contact Jennifer Stapleton with questions at
jstapleton@mpay.com.*



**TEAM
CHARLOTTE APA**



Meeting Spotlight

July Monthly Chapter Meeting *Business Continuity Planning*



Clariant Corporation hosted our July Meeting where our featured speaker was John Waccard provided us with valuable information regarding Business Continuity Planning.





**Save the
Date**



**CHARLOTTE CHAPTER OF THE
APA PRESENTS**

**The
Farewell to Summer
Mixer**

**Thursday, September 13, 2012
6:00 PM - 8:30 PM**

*Village Tavern
(Corner of Barclay Downs and
Morrison Blvd)*

*4201 Congress Street
Charlotte, NC 28209*