



The Payroll Resource

March/April 2012

Volume 2012, Number 10

Meeting Info

- April 19, 2012
- 11:30am - 1:00pm
- Lunch Provided
- Clariant Corporation
4000 Monroe Rd
Charlotte NC 28205

APA Websites:

[APA Charlotte](#)

[APA National](#)

[Carolinas Payroll
Conference](#)

Useful Links:

[IRS](#)

[Dept of Labor](#)

[NC Dept. of Revenue](#)

[NC Dept of Labor](#)

From the Desk of Betty Cooney Chapter President

Hello Members. The chapter needs you? We have two open positions on the board and we need your help to keep us going strong. If you would rather help on a committee we have several choices to choose from - for example -Membership and Special Events. To serve on the board you must be a member of the National APA. Committee members can serve without being a national member.

We had a very successful spring study group and we have several chapter members who will be sitting for the certification this year. We wish you the best of luck. To both new and renewing members, I'd like to thank you for your support of the chapter. Our mission is to promote payroll as a profession through networking and education. Your involvement is the cornerstone of who we are.

We are looking to keep the momentum going! We look forward to growing our chapter membership, building strong internal and external relations and becoming more involved in our community. We need all of your support to accomplish these goals.

Remember, this is your chapter. To this end, we welcome all comments and suggestions. If anyone is interested in serving on the board or on a committee please send me an email, ccapa2010@yahoo.com.

Please join us at our meetings or upcoming community service events and network with your fellow payroll professionals. This is a great venue to share ideas and fellowship. We are asking our members to review our website (<http://ccotapa.memberlodge.org/>) to ensure we have accurate information on file for you. This will enable us to get you information timely.

We look forward to seeing you at our monthly meeting on April 19th at Clariant Corporation. The Board hopes you can all attend this meeting and network with fellow payroll professionals.

*With Warm Regards,
Betty Cooney
Chapter President, Charlotte Chapter of the APA*

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**Our next meeting will be
April 19, 2012 at**

**Clariant Corporation
4000 Monroe Road
Charlotte, NC**

Resume Writing and Interviewing Tips

Please register online for this **free** event at:

www.apacharlottenc.org

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

Meeting Time: 11:30 AM to 1:00 PM

Topic Speaker: Christopher Braswell

Fun, Food and Prizes

Lunch Provided



See You There!

Meet Our Speaker

Christopher Braswell



Christopher Braswell is a founding Partner at Bradford Management Group. BMG is a provider of human capital solutions specializing in the areas of Retained Search, Contingency Placement, Staffing, Diversity Consulting, and Career Management. Chris is the Practice Leader for the Retained Search, Diversity Consulting, and Career Services practices. Over the past nineteen years, Chris has been a champion for diversity and inclusion and has devoted his time to educating professionals on interviewing techniques, presentation and etiquette. Chris is a frequent speaker on topics regarding career management, interviewing techniques, and diversity recruiting strategies. He has been featured and quoted in the Charlotte Business Journal, a guest speaker on the WGIV radio show "Kendall Konnections" and a featured presenter on the television show "The Time is Now". Additionally, he has been a presenter on diversity and career topics for a variety of companies and professional organizations including the Belk "Pace-Setters" and "Black Employee Resource Group"; The National Black MBA Association; The National Association of Black Accountants; INROADS; The John Leary Bar Association; The National Association of African Americans in Human Resources; The Urban Financial Services Coalition; and the Institute of Management Accountants. Christopher is a former Board Member of the Charlotte Chapter of the NAAHR and has been a member of the AICPA and NCACPA.

Chris earned his Bachelors of Science degree in Accounting from North Carolina Agricultural & Technical State University in Greensboro, NC.

APA Congress



Congress is the Premier Payroll Event of the Year!

National will be celebrating the 30th Anniversary Congress on **May 6-10, 2012, at the Gaylord Palms Resort & Convention Center, in Orlando, FL**. Congress has always been National's premier Payroll Event, and in 2012 they will have over **200 workshops over 4 ½ days, earning 30 RCHs**. Congress is the World's Largest Payroll education event, but also includes workshops in accounts payable and finance. The Expo portion of the event will have over 100 exhibitors and countless networking opportunities with the projected 2500 attendees. We look forward to seeing you all there!

Make sure you are one of the attendees!

Register today and download a brochure at:

www.americanpayroll.org/congress/

Lunch is Served!

Our meal Sponsor for April is TalentBridge



Welcome to TalentBridgeUSA.com

A company is only as good as its people. Over our 30 years of experience working with clients and candidates to achieve their staffing goals has proven this to be true. We understand the detrimental effects on morale and productivity that a critical vacancy can cause. We also understand the long-term yield that a productive hire brings. Our clients tell us over and over that attracting talent is their most difficult challenge. We are up for that challenge.

We're Up For The Challenge-

- **Accounting & Finance Search/Staffing-** specialized solutions focusing on interim and direct hire staffing within the most progressive accounting and finance departments.
- **Mortgage Support & Operations- IMMEDIATE NEEDS** in Charlotte: for: Underwriters, Loan Processors, Loan Set Up, Short Sale Negotiators, Mortgage Closers, Mortgage Collections.
- **IT project work and staff augmentation-** We are a leading provider of functional IT professionals on a project and hourly basis as well as direct hire staffing. We provide prescreened, qualified resources for initiatives ranging from Business Analysis and Project Management to Applications Integration and Technical Support.
- **Office and Administrative Support-** covering a wide range of positions including office support, clerical data entry, creative design, receptionist, sales and marketing support, through Executive Assistant.
- **Customer Care/Call Center/Sales-** providing carefully screened skilled professionals to fill contact center positions including: management, customer care, order entry, account management, and collections positions. We provide qualified individuals for inbound and outbound call centers.

Rick Ferretti graduated from UNC Charlotte with a degree in Communications and a Masters degree in Strategic Leadership. Prior to joining Talent Bridge, Rick spent ten years in roles with increasing levels of responsibility in business development and sales management in Charlotte, NC. He and his family make their home in Charlotte, North Carolina.

Please contact Rick Ferretti:

(o)704.644.7000

(m)704.641.7925

rick@tbridgeusa.com

*Thank
you*

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 lunches, 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.

Refer a member to the Charlotte APA Chapter and your name will be entered in a drawing for valuable prizes.

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 Chapter of the APA***

All Day Education Meeting

Friday, August 24, 2011

Location: The Employer's Association

Charlotte, NC

➤ ***Carolinas Payroll Conference***

November 7 – 10, 2012

Location: Hilton Myrtle Beach Resort

Myrtle Beach, SC

April and May APA Webinars

Payroll Issues for Multi-State Employers – Segment 1

Wednesday, April 18, 1:00 p.m.-2:30 p.m. ET Earn up to 1.5 RCHs, 0.15 CEU, or 1.5 CPE credits. Learn the various state law requirements concerning when you must pay your employees. Discover when those payments become abandoned and what to do with them.

Payroll Issues for Multi-State Employers – Segment 2

Friday, April 20, 1:00 p.m.-2:30 p.m. ET Earn up to 1.5 RCHs, 0.15 CEU, or 1.5 CPE credits. Learn the differences between federal and state wage and hour and garnishment laws and how they impact paying your employees.

Payroll Issues for Multi-State Employers – Segment 3

Wednesday, April 25, 1:00 p.m.-2:30 p.m. ET Earn up to 1.5 RCHs, 0.15 CEU, or 1.5 CPE credits. Understand when an employee is subject to a state's income tax withholding requirements, even when working in more than one state. Also, examine various fringe benefits processing where state income tax withholding differs from the federal rules.

Payroll Issues for Multi-State Employers – Segment 4

Friday, April 27, 1:00 p.m.-2:30 p.m. ET Earn up to 1.5 RCHs, 0.15 CEU, or 1.5 CPE credits. Learn how the current economy has impacted state unemployment insurance programs and the taxes employers pay. Find out about new hire reporting, the use of E-Verify and other important state issues.

Communicating Payroll Issues to Employees

Thursday, May 3, 1:00 p.m.-2:30 p.m. ET Earn up to 1.5 RCHs, 0.15 CEU, or 1.5 CPE credits. One of the biggest challenges payroll professionals face is helping employees understand payroll issues that impact their pay. This session will explore methods to effectively communicate payroll situations and events to employees.

How to Achieve 100% Electronic Wage Payments Within Your Organization

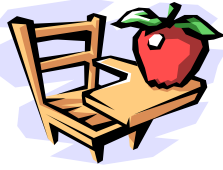
Tuesday, May 22, 1:00 p.m.-2:00 p.m. ET Earn up to 1 RCH or 1 CPE credit. This webinar summarizes the Payroll Performance Study results – performed by The Hackett Group and APA – and provides attendees with proven strategies in their quest for 100% paperless wage payment programs.

What Every Payroll Professional Needs to Know About Cafeteria Plans

Thursday, May 24, 1:00 p.m.-2:30 p.m. ET Earn up to 1.5 RCHs, 0.15 CEU, or 1.5 CPE credits. Are you confused about how your Section 125 cafeteria plans impact payroll? Find out what can and can't be offered in your plan as well as how it impacts your processing. We'll also look at the recent changes to cafeteria plans required by Health Care Reform.

Unlocking the Mystery of Form W-4

Thursday, May 31, 1:00 p.m.-2:30 p.m. ET Earn up to 1.5 RCHs, 0.15 CEU, or 1.5 CPE credits. Form W-4 is the most basic form in payroll but probably the most misunderstood. Find out how the W-4 impacts payroll processing as well as how the IRS uses & limits the use of this form.



Charlotte APA – Spring Study Group

We had a very successful Spring FPC/ CPP Study Session.

Special Thanks to **MPAY** for their wonderful hospitality and Tiffany Bell of **Charlotte Vending** for the snack donations.



We have several members who are taking certification tests:
1 is taking the FPC Exam and 4 are taking the CPP Exam.

Let's all wish them the best of luck!



Stay Tuned for information on our **Fall Study Group Session!!!!**

Charlotte APA T- Shirts

The Charlotte APA T-Shirts have been ordered and should be arriving later this month. We will have a T-Shirt available at the June meeting for members to see before purchasing.

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.





Member Spotlight
Meet Pat Moore, CPP
Payroll Manager
Clariant Corporation

Name: **Pat Moore**

Current Place of Employment: **Clariant Corporation**

How long have you been a member of the National APA or local APA?

Local APA Chapter member since it started in Charlotte.

Hobbies: **Reading**

Favorite Things: **Shoes**

Family: **My husband is Jimmy Moore. We have been married for 30 years. We have one son, Jason.**

Influences in your career: **When I started in Payroll, my former supervisor, Colleen Duncan, taught me to handle some of the many challenges we face in payroll. I continued to learn many skills and techniques from former managers and colleagues.**

How did you get into payroll? **In 1985, Clariant Corporation (formerly Sandoz Chemicals) purchased Sodyeco Inc in Mt. Holly, NC. The consolidated payroll was processed in the Charlotte, NC office. Due to the acquisition, I started working in payroll.**

What would be your alternate career choice? **Psychologist**

What keeps you/got you started in payroll? **There is never a dull moment. Payroll is a changing world. I like the challenges we face on a daily basis.**

Favorite way to relax/blow off steam after a hectic day/week:

Watch comedy movies.



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? It is very easy to catch up on the latest chapter news and announcements, even if you are not able to attend the monthly meetings or activities.

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.

APA - 2012 Virtual Congress

UP TO 6 FREE RCH'S OFFERED FOR APA'S VIRTUAL CONGRESS

ATTENTION! YOU MUST STAY LOGGED IN TO THE SESSION FOR THE ENTIRE DAY TO RECEIVE ALL 6 CREDITS

You won't want to miss the excitement of this year's Congress!

Attend the [Virtual Congress and Expo](#) again this year and see what great new content we have for you! Discover an exciting General Session and five informative Virtual Workshops presented by industry subject matter experts:

- **When Must Terminated Employees Be Paid?** Sponsored by Wright Express rapid! Paycard
- **Multi-State Income Taxation – Which State Requires Me to Withhold?**
- **Dr. Nido Qubein – "From Success to Significance"** Sponsored by Wright Express rapid! Paycard
- **What to Expect of the Paycard Market in the Next 24 Months** Sponsored by Global Cash Card and Visa
- **Making International Payments – What Options Are Available?**
- **Escheatment – What to Do With Unclaimed Paychecks?**

Earn up to 6 RCHs for attending this event.

2012 Virtual Congress
Live Wednesday, May 9
10:00 a.m. - 8:00 p.m. ET

registration is FREE!

Global Cash Card
VISA

rapid!
WRIGHT EXPRESS PAYCARD

In between workshops, you can tour the Virtual Expo to learn about the latest product solutions or meet fellow professionals in our Networking Lounge.

2012 Virtual Congress Exhibitors
ADP, Inc.
Global Cash Card
Kronos
Paychex, Inc.
TimeLink
Ultamate Software
Wright Express rapid! Paycard

<http://iframe.americanpayroll.org/vcongreg/index.cfm>

Government Updates

Arizona

New Hire Reporting – New law requires employers to include the date an employee first performed services for pay on all new hire reports submitted.

California

Garnishment – A federal district court has ruled that under California law, vacation pay and health care benefits are considered “wages” and subject to garnishment by the IRS.

Colorado

Unemployment – The new employer rate will remain at 1.7% for 2012.

Connecticut

Unemployment – The CT DOL is estimating an assessment of \$25.50 per full time employee will be due on August 31st to help pay the interest due on federal UI loans. The DOL also expects to be a credit reduction state in 2012.

Florida

Unemployment – Pending legislation has been sent to the governor reducing the wage base from \$8500 to \$8000 beginning 2012.

Georgia

The Georgia DOL has issued revised unemployment rate notices due to an increase in the base rate. Experienced employers now range from 0.04% to 8.1% in 2012 (up from 0.03% to 7.29%).

Ohio

Withholding – The Bluffton Village 0.25% component rate is expected to continue for 15 years. Lancaster City’s 0.15% component rate is expected to continue to 12/31/2017. Mentor City’s 2% tax rate is expected to remain in effect through 12/31/2017. Toledo City’s

2.25% tax rate is expected to remain in effect through 12/31/2016.

Unemployment – The Ohio Court of Appeals ruled that FSA for qualifying medical expenses under a cafeteria plan is not included in taxable wages for unemployment tax purposes.

Rhode Island

Withholding - The Division of Taxation has issued a 2012 version of Form RI W-4, Employee’s Withholding Allowance Certificate along with new withholding tables.

Utah

Unemployment – SB 129 has been enacted that reduced the maximum rate from 9.0% to 7.0%. Revised rate notices were mailed in March.

Job Opportunities

Payroll Specialist II

The Compass Group - Charlotte, NC 28217

Support all aspects of payroll for 4000+ operations and over 70,000 employees

Recipe to Succeed:

- Answer incoming calls according to established procedures and performance standards
- Create work orders and capture structured data for each issue in order to provide audit trails and statistical analysis
- Find opportunities to reduce volumes
- Ability to understand and suggest resolution to issues
- Follow established payroll guidelines
- Provide support for all Payroll applications including SAP, MyCPM, MySTAFF, Lotus Notes and other applications
- Process and respond to emails according to standard procedures
- Process off-cycle checks according to standard procedures
- Complete necessary corrections listed on internal data audits
- Perform other team-specific tasks as assigned
- Assist other teams within department when requested by supervisor

Necessary Ingredients:

- Excellent customer service and communication skills
- Demonstrated ability to perform root cause analysis
- Bachelor's degree
- 1+ years of experience in large in-house payroll environment preferred
- 1+ years of experience processing payroll in SAP preferred
- Bi-lingual in English and Spanish

Metrics

- Answer calls according to established procedures and performance standards
- Complete all assigned work orders within established service levels
- Achieve standards for accuracy and productivity for data entry assignments
- Comply with all corporate policies

Great People. Real Opportunities.

Apply At:

<http://jobs.compassgroupcareers.com/talentcommunity/apply/1825241/?#tracked>

Job Opportunities

Payroll Business Analyst

Ingersoll Rand - Davidson, NC 28035

For more information about Ingersoll Rand visit www.ingersollrand.com.

- * Actively collaborate in the development, testing and implementation of new projects, enhancements, related systems, and interfaces.
- *Coordinate and participate in product requirements session with users to understand business needs.
- *Develop functional and assist with technical requirement specifications adhering to standard templates.
- *Reviews, analyzes, and evaluates current and proposed application enhancements against enterprise business requirements and internal business needs.
- *Fulfills role as a liaison between users, vendors and technical staff as needed.
- *Work closely with development, testing and subject matter experts during the entire life-cycle of the projects.
- *Creates functional and user, interface-related test scripts and carries out the testing using the extraction and reporting tools available in order to carry out testing. Should have experience creating scripts to perform data validation.
- *Creates complex queries using PeopleSoft Query Tool and preferably SQL skills.
- *Creates documentation for new processes and able to accurately update existing documentation based on enhancements made to existing processes.
- *Develop and deploy end user training and on-boarding as needed.
- *Provide user support for complicated procedures and modifications to Payroll applications. Provide first tier user support for all Payroll systems
- *Create and provide recurrent Payroll/HR reports and metrics per customer and support requirements.
- *Develop and disseminate ad hoc and routine reports to support production and project requirements
- *Resolves complex errors and issues that may arise with payroll disbursements, ensuring investigation of issues are coordinated between Technical Teams and Payroll groups. Supports root cause issue analysis.
- *Supports activities related to the disbursement of payroll for all employees. This includes payments via ACH/ARP, check, and pay cards.
- *Supports compliance or audit requests as required, both at the state or federal levels as well as with government compliance. Performs any control self-assessments to ensure controls are regularly tested and in place for the processes, and are compliant with governmental and internal rules.
- *Ensure data is secure, accurate, and timely through communications, training, audits, mass data load processing and reporting. Including ensuring SOX compliance, segregation of duties and security access.

Percentage of Travel: 0

Min. Yrs. Experience: 5

- *Requires a minimum of 5 years' functional experience in Payroll and at least 3 years' experience working with PeopleSoft
- *Subject matter expert of PeopleSoft HRMS/Payroll
- *Proficient using 3rd party reporting tools and PeopleSoft's Query Manager
- *Knowledge of core HR modules, experience should include configuration and in depth knowledge of processes
- *Experience in performing QA and Testing
- *Strong team work and communication skills
- *Able to work on multiple projects with shifting priorities.
- *Excellent analytical, organizational, and interpersonal skills
- *Ability to manage information in a confidential manner.
- *Advanced level MS Office skills are required; including experience with SharePoint
- *Knowledge of payroll functions and processes
- *Familiarity enterprise-wide payroll software
- *Strong process and systems skills
- *Proficiency with numbers and strong attention to detail
- *Able to articulate complex subject matter effectively
- *Able to anticipate problems and respond accordingly

If you share our passion for inspiring progress-for bringing about bold shifts in how people, economies and societies operate-then you belong with Ingersoll Rand. Progress begins with you.

Ingersoll Rand is committed to helping you reach your professional, personal and financial goals. We offer competitive compensation that aligns with our business strategies and comprehensive benefits to help you live your healthiest. We are committed to building an inclusive and diverse culture that engages as well as values the different backgrounds and experiences of our employee, which, in turn, spurs innovation, generates creative solutions and enhances our customer relations. Å

Ingersoll Rand is committed to a diverse workforce and is an Equal Opportunity Employer.

Job Opportunities

Payroll Clerk

Coats - Charlotte, NC 28217

To complete the payroll processing function in order to ensure correct and timely processing for U.S. and Canadian employees.

1. Processes payroll
 - Completes weekly hourly payroll processing
 - Completes monthly Canadian processing
 - Assists as a back- up for Salary Monthly payroll
 - Maintains/edits the data in the payroll system(s)
 - Completes any garnishment process (including faxing)
2. Provides administrative support to HR team
 - Assists in regulatory mailings
 - Ensures files and filing process are kept up-to-date
 - Assists with daily mail process
 - Processes monthly mailings to retirees
3. Provides assistance with Benefits administration –
 - Takes calls and answers tier 1 benefits questions
 - Completes benefits forms for insurance carriers
 - Validates & verifies benefit payments

Education, Qualifications and Experience

Essential

Ability to manage concurrent projects
Excellent communication, planning, time management and follow-through skills.
Knowledge of Excel
Willingness to learn new & establish new processes
Ability to maintain confidential business and personnel information

Desirable

Prior payroll processing experience (US and Canada)
4 year degree or equivalent
Benefits administration experience

Send all resumes to diane.marsh@coats.com

Meeting Spotlight

March Monthly Chapter Meeting Topic: Recordkeeping and Retention

We had a great meeting in March. Special thanks to Sherpa for a nice meal and thanks to everyone who attended!



*Thank
you*



sherpa®

Recruiting, Staffing & Consulting Services

Specializing in Accounting, Finance, IT & Project Management

Lunch is Served!

Our meal Sponsor for March was

sherpa®

Sherpa provides staffing, recruiting, and consulting services and specializes exclusively in the fields of Accounting & Finance, Technology and Project Management. Our team is comprised of individuals with extensive recruiting experience and in-depth knowledge of the markets and fields we serve. These individuals are committed to building and maintaining personal relationships with both candidates and clients, enabling Sherpa to develop an unparalleled professional network. Through these connections, we can offer job seekers access to the top opportunities with leading employers and present clients with top-notch candidates who might otherwise elude them.

Regardless of whether we are working to fill a temporary, temp-to-hire, direct-hire or project-based consulting role, our number one goal is to make the right fit of talent to opportunity. At Sherpa, our focus is always long-term. We do what's right for both the employer and the candidate well into the future. This pays long-term dividends to everyone involved. At the end of the day, it is our reputation and network that set us apart.

Like our namesake mountain guides who coordinate and lead expeditions to the world's highest peak, Mount Everest, we know our terrain. While the tasks of finding a new career or fresh talent to bring on board may not be as much of a challenge as scaling the Himalayas, having a Sherpa on your side is a real competitive advantage.

For more information contact Kori Renn at (704) 374-0001 or visit the Sherpa website at www.sherpallc.com.

*Thank
you*

It's Time For Chapter Elections!!!!!!

2012 – 2013 Charlotte APA Board of Directors

Elections for Chapter Officers will be held at the [May 2012 Monthly Meeting](#) at Clariant Corporation. Current Charlotte APA Chapter members are eligible to vote.

All members are asked to attend to vote for the candidate choices.

Nominations for Chapter Officers are still being accepted. This is your time to enjoy the leadership opportunities, networking, and education advances by growing with your chapter professionals.

All interested members contact ccapa2010@yahoo.com for more information.

