



The Payroll Resource

May 2011

Volume 2011, Number 4

Meeting Info

- May 19, 2011
- 6:30pm - 8:00pm
- Clariant Corporation
- RCH Credits Available

APA Websites:

APA Charlotte

APA National

Carolinas Payroll
Conference

Useful Links:

IRS

Dept of Labor

Code of Federal
Regulations for FLSA

NC Dept of Revenue

NC Dept of Labor

From the Desk of Betty Cooney Chapter President

The April Meeting on Expatriate payroll was extremely informative. Thank you to all the members who were able to attend the meeting at Clariant Corporation. A few of our members participated in the Dress for Success Walk that was held on May 7th in Freedom Park. It was a great day and benefited a great cause. 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. 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 hope to see you at our May meeting. After we conclude the May meeting we need volunteers to assist with making sandwiches for "Operation Sandwich". This is the second time that we have been able to participate in this essential program. Please join us after the meeting. Your help would be greatly appreciated.

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

<http://ccotapa.memberlodge.org>

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**Our next meeting will be
May 19, 2011 at**

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

May Topic:

Executive Compensation and Payroll Research Tools

6:30PM to 8:00PM

Topic Speaker: Mark Hartman

Mark Hartman is the Charlotte, NC, based Corporate, Legal and Tax Account Executive with the Bureau of National Affairs (BNA). He has been involved in the financial community the last 5 years and is a current member of the APA. He will be attending the upcoming APA annual congress in Salt Lake City, UT, May 24-27, 2011.

Dinner will be provided!



See you there!

Dinner is Served!

Our meal Sponsor for May is

Accountemps

Businesses today rely increasingly on temporary professionals as a means of accessing specialized skills on an as-needed basis, helping to avoid over-hiring in response to what may be cyclical or short-term needs. Companies can turn to [Accountemps](#) to help meet expected as well as unexpected workload demands.

Accountemps, the world's first and largest specialized staffing service for temporary accounting, finance and bookkeeping professionals, provides highly skilled temporary employees for our clients in areas such as financial analysis, inventory audit, accounts payable and receivable, payroll, and general ledger and bookkeeping.

We have the specialized expertise, leadership standing and network to attract the most skilled temporaries and offer them the most rewarding assignments. Accountemps professionals can complete projects more quickly than less experienced temporaries, minimizing supervision time and keeping overall costs down for clients.

Accountemps' staffing managers are experienced in accounting and finance -- many are CPAs, for example -- which enables them to provide an ideal match between temporaries and clients. Accountemps also has partnered with leading professional trade associations such as the American Institute of Certified Public Accountants, The Institute of Internal Auditors, the American Payroll Association, Financial Executives International and National Association of Credit Management.

Accountemps' service orientation and unmatched industry expertise provide clients with a decided edge in staffing their financial operations. There are more than 350 Accountemps locations worldwide. For the location nearest you, please call (800) 803-8367 or visit the Accountemps website at [accountemps.com](#).



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

MAY 4 2011

Dear Invitee:

The Federal Office of Child Support Enforcement (OCSE) invites you, as an expert in employer/child support issues, or your designee to attend the Employer Symposium on Child Support to be held at the Hilton Atlanta in Atlanta, Georgia on August 3-4, 2011. The Employer Symposium will follow the National Child Support Enforcement Association's (NCSEA) Annual Training Conference, starting at 1:00 p.m. on August 3 and ending at 12:30 p.m. on August 4.

At this invitation-only symposium, leading executives, business practitioners, payroll professionals and judicial representatives from around the country, as well as state and federal child support program professionals, will come together in a group setting to identify both short- and long-term solutions to topics of mutual concern:

- Recent revisions to the Income Withholding for Support Order (IWO),
- Electronic business practices, including electronic income withholding orders (e-IWO), e-payments, and automating the National Medical Support Notice,
- Improving communication between stakeholders,
- Reporting and withholding from lump sum payments, and
- New business trends.

Recommendations from the discussions will be compiled and shared with state child support agencies, representatives of the employer community and the judiciary.

All symposium participants must register by June 10, 2011. To ensure successful collaboration between child support professionals and employers, and share your expertise in developing solutions for the topics above, attendance is limited to 100 participants. To register, return the enclosed registration form to Lynnetta Thompson by fax (202-401-5558) or email (employerservices@acf.hhs.gov).

If you are with a state child support enforcement (CSE) agency, you must contact Lynnetta Thompson for detailed information on the hotel room block for state CSE agency representatives. If you do not plan to stay at the Hilton Atlanta, please note this on the registration form.

If you are not representing a state child support enforcement agency, you must make your own reservation with the Hilton Atlanta for August 3 and reference the OCSE Employer Symposium. Visit the [Hilton Atlanta](#) website for specific hotel information.

Please note that registration and hotel reservations for the NCSEA conference is a process handled separately through NCSEA.

We hope you will join us at the symposium to strengthen the partnerships that help improve the lives of our nation's children.

Sincerely,

Vicki Turetsky
Commissioner
Office of Child Support Enforcement

Enclosure

Registration Form Employer Symposium August 3-4, 2011

*There is no registration fee, but **registration is required by June 10, 2011.**
Limited slots available!*

Name

Position

**Company/
Organization**

**Company/
Organization
Street Address**

City/State/Zip

**Company/
Organization
Phone**

Fax

E-Mail

Hotel Information:

- I will stay at the Hilton Atlanta and will contact the hotel directly to make my reservations upon receipt of my registration confirmation (404-659-2000).
- I will not stay at the Hilton Atlanta.

Please fax or e-mail your registration form.

Fax: 202-401-5558, attention Lynnetta Thompson

E-Mail: employerservices@acf.hhs.gov

You will receive an e-mail confirming your registration.

Questions? Call or e-mail conference coordinator Lynnetta Thompson at (202) 401-6982 or lynnetta.thompson@acf.hhs.gov.

We look forward to seeing you in Atlanta!



Member Spotlight

Meet Brian Koons, CPP

Name: **Brian D. Koons, CPP, PHR**

Current Place of Employment: **ADP, Huntersville, NC**

How long have you been a member of the National APA or local APA? **Have been a member of both since 1987.**

Hobbies: **Hiking, Travel, Dining Out, Meeting People**

Favorite Things: **Raindrops on roses, whiskers on kittens. (Wait, I think I've seen that answer before). How about people with a sense of humor and those who can appreciate the little things?**

Family: **Sean Lind, partner of 10 years**

Influences in your career: **Michael Cassidy from Pennsylvania Truck Lines who sent me to my first APA Congress and encouraged my involvement with the APA.**

How did you get into payroll? **Started with a trucking company counting miles on a map to pay drivers. Gradually started working with tax charts and helped build an automated payroll system by partnering with an IT group.**

What would be your alternate career choice? **Program Director for a large theatre company. I would enjoy the challenges of picking the proper mix of shows to raise attendance, as well as partner with schools to help raise awareness of the arts.**

What keeps you/got you started in payroll? **Striving for excellence with each client to help them produce an accurate and timely payroll with no rework.**

Favorite way to relax/blow off steam after a hectic day/week: **Reisling or Muscato wine with music and friends.**



Member Spotlight

Meet Sandra McLain, CPP

Name: [Sandy McLain, CPP \(October,2009\)](#)

Current Place of Employment: [MPay Services in Huntersville](#)

How long have you been a member of the National APA or local APA?: [I joined the Charlotte Chapter in 2006](#)

Hobbies: [Gardening, Beading and walking in Creeks looking for rocks or gems](#)

Favorite Things: [Family, Friends, The great outdoors and Fridays](#)

Influences in your career/How did you get into payroll? [I have worked in accounting for the past 30 years, I was backup processor for the Payroll Coordinator in a previous position – when she retired I became the full-time Payroll Coordinator. That was the beginning of my payroll career.](#)

What would your alternate career choice be? [Child Care or Nursing](#)

What keeps you in payroll? [The friends that I have met in the Payroll industry.](#)

Favorite way to relax/blow off steam after a particularly hectic day/week? [Walk in a creek looking for rocks or gems. Enjoying time with my grandbabies.](#)

From Membership Director, Susan Morano

Welcome New Members!!!!!!

Why Become a member of the Charlotte APA

Networking with other Payroll Professionals both on a Local and National 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

The membership application is available on the website.

Go to www.apacharlottenc.org.

Click on File Cabinet and click on Membership Application.

Email: susan.morano@camoplastsolideal.com

Upcoming Events Mark Your Calendars

➤ June Meeting Topic - Garnishments

Topic Speakers:

Byron Barbre and Steve Martin

June 16, 2011 (Lunch Meeting)

Location: Clariant Corporation

➤ Charlotte Chapter of the APA - All Day Meeting

August 19, 2011

Location: The Employer's Association

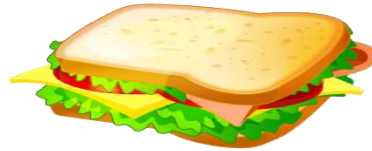
➤ Carolinas Payroll Conference Nov. 2 – 5, 2011

Location: Hilton Myrtle Beach Resort

Myrtle Beach, SC

Chapter Volunteer Opportunities

Operation Sandwich!



It's back - get ready for Operation Sandwich!
After the May chapter (evening) meeting we will spend time preparing sandwiches to be delivered to Urban Ministries.

We are looking for volunteers and welcome any sandwich supply donations for the event.

This was a very fun and extremely worthwhile activity we did last year and look forward to another successful operation! We hope that you can join us.
See you in after the meeting for Operation Sandwich!

For questions regarding Operation Sandwich volunteering and donations, please contact the Director of Special Events, Jennifer Moran at

Jennifer_Moran@bellsouth.net



Thank You!!!!!!!!!!

Thank you for the donations received so far for our collection of the Shower Area at Urban Ministries!

If anyone would like to contribute there is still time – we will be taking all donations to the Urban Ministry Center along with the sandwiches (prepared during **Operation Sandwich at the May meeting) on **Friday, May 20th**.**

Here is a list of the items we've been collecting:

**Deodorant
Hotel size soap, lotion, & shampoo (no conditioner)
Razors
Nail clippers**

For questions regarding the donations, please contact our Director of Special Events, Jennifer Moran at

Jennifer_Moran@bellsouth.net



Charlotte APA News and Announcements

Charlotte APA wishes to congratulate the following members who recently earned their CPP or FPC this spring.

Demetria Melton – CPP
Cynthia Davenport – CPP
Matt Spence – FPC
Lisa Doucette - FPC

Susan Branch - FPC
Tammy Creed - FPC
LaCrisha Samuels – FPC

Congratulations on obtaining your **CPP or FPC designation!**
All of your hard work has paid off.

We would also like to thank the **YMCA** for allowing us to use their facilities to host the study group sessions this spring.

For those interested in attending the Fall Study Session, the Session will run from late July through August. Please notify **Debra Drum** if you are interested in attending. For those who have already attained their certification, the Study Session is a great way to receive recertification hours (up to 30 hours).

Debra.Drum@sonicautomotive.com

Charlotte APA - New Board Members

We want to welcome our new board members

Kim VanGeersdaelen, CPP, who will be our Chapter Webmaster and **Brian Koons, CPP**, who will be the Chapter Coordinator for Charlotte APA. We wish to thank them for their shared commitment to Charlotte APA and serving our profession.

Congratulations



1st Annual 5K Power Walk for Dress for Success Charlotte

Saturday, May 07, 2011 at Freedom Park



The 1st Annual 5K Power Walk for Dress for Success Charlotte was held on Saturday, May 07, 2011 at Freedom Park! Our chapter chose to participate in this walk due to Dress for Success' efforts to promote the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women thrive in work and in life. Dress for Success Charlotte is able to give women clothing suitable for the business world and provide assistance with job readiness skills. Finding work is a critical first step in a women's journey towards self-sufficiency and today the Charlotte Chapter of the American Payroll Association took significant steps in helping this organization move forward with their mission by attending the first ever Power Walk for Dress for Success!



Registration began bright & early at 7:30am, although the morning started out particularly foggy (rather than bright). Not to worry, the sun started peeking out at 8:00am just in time for Nettie Reeves from N'shape with'N to warm us up with a Funky Fit routine that was packed with lots of energy and fun-filled moves. It was the perfect start to what would become a very fun, family-friendly and successful event! Ms. Reeves is a business owner, motivational speaker, and fitness expert with over twenty years of experience in fitness and wellness training

and education. She has won numerous awards including the Steve Harvey Hoodie Award for Community Service, and one of the 50 Most Influential Women in Charlotte Award. Honorary Chairwoman, Erica Bryant of WSOC-TV, kicked us off at 8:30am for 5 laps around the stunning lake at Freedom Park. Erica is passionate about issues facing disadvantaged women and children, domestic violence in particular. She was recently recognized by Mecklenburg County's Youth and Family Services for her dedication to advocating for children in foster care. Over 150 participants were in full swing taking their steps to help promote Dress for Success Charlotte in this community initiative and collaborated together to raise over \$10,000!

In attendance from the Charlotte Chapter of the American Payroll Association were Betty Cooney, Dana Chambers, Jennifer Moran, Shirley Hines (plus Shirley's husband Quentin Hines), and Kim Roberts (plus a group of 3 additional walkers from her company – Atlas Copco Compressors). Thank you for lacing up your sneakers and walking for a good cause!



Governmental Updates

OSCE Releases Revised National Medical Support Notice

The Office of Child Support Enforcement (OCSE) has released an updated National Medical Support Notice (NMSN). Revisions to Part A, *Notice to Withhold for Health Care Coverage*, were effective March 29, 2011. The updated NMSN is available on the APA website at www.americanpayroll.org/members/Forms-Pubs/#non. OCSE reminds employers that states will need time to make programming changes to automate the new form. Employers are therefore asked to continue to honor the previous version of the NMSN until states are able to implement the new form.

IRS Releases Draft of Revised Form 941-X

With all the revisions to the 2011 Form 941, Employer's Quarterly Federal Tax Return, brought on by the new social security withholding rate, elimination of the Advance Earned Income Credit, and a new method for reporting the employer share of FICA tax on unreported tips, it became necessary for the IRS to revise the current edition of Form 941-X, *Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund*. On April 21, the IRS released a draft version of a revised form 941-X. The draft can be found at www.irs.gov.

DOL Finalizes Limited Updates to FLSA Regulations

The U.S. Department of Labor (DOL) has issued final regulations updating its current regulations under the Fair Labor Standards Act (FLSA) [76.F.R. 18832, 4-5-11; www.gpo.gov/fdsys/pkg/FR-2011-04-05/pdf/2011-6749.pdf]. The regulations address provisions that have become obsolete or out of date because of court decisions or legislation. They are effective May 5, 2011.

SSA Resumes Sending Some No-Match Letters

As promised, the Social Security Administration (SSA) has resumed sending employer's "no-match" letters – "Decentralized Correspondence" (DÉCOR) in certain situations. The DÉCOR letter tells an employer that SSA could not process a Form W-2 because it could not match an employee's social security number (SSN) and/or name with information in SSA earnings records:

<https://secure.ssa.gov/apps10/public/reference.nsf/links/04052011011437PM>

State Tax Law Changes

(see this month's issue of APA's "Payroll Currently" for more information)

- Arizona – electronic wage payments permitted without paper option
- Arkansas – tax treatment of health care for adult children conformed
- California – tax treatment of health care for adult children conformed
- Maryland – magnetic media specifications for UI wage reporting revised
- Michigan – tax amnesty program established
- Minnesota – tax treatment of health care for adult children not yet conformed
- Nebraska – EFT threshold reduction phased in
- New Jersey – tax treatment of health care for adult children conformed in part
- New York – pay rate notice and pay statement requirements changed
- Pennsylvania – early implementation of EIT collection system changes permitted
- South Carolina – tax treatment of health care for adult children conformed
- Virginia – E-Verify: state contractors' use mandated, state agencies' use ordered
- West Virginia – Parkersburg city service 'user fee' enacted; child support: electronic payments and advance notification of bonuses mandated; Huntington municipal occupation tax enacted, city service fee repealed

New Online Resource Provides Enhanced, Easy-to-Access Guidance for Employers and Employees

U.S. Citizenship and Immigration Services (USCIS) launched I-9 Central, a new online resource center dedicated to the most frequently accessed form on USCIS.gov: Form I-9, Employee Eligibility Verification. This free, easy-to-use website builds on recent employment-related enhancements by providing employers and employees simple one-click access to resources, tips and guidance to properly complete Form I-9 and better understand the Form I-9 process.

I-9 Central includes sections about employer and employee rights and responsibilities, step-by-step instructions for completing the form, and information on acceptable documents for establishing identity and employment authorization. I-9 Central also includes a discussion of common mistakes to avoid when completing the form, guidance on how to correct errors, and answers to employers' recent questions about the Form I-9 process. USCIS also offers free webinar on completing Form I-9. Visit or link to I-9 Central at www.uscis.gov/I-9central.

NEW BILL WOULD ALLOW STATES FLEXIBILITY ON FUNDS FOR UNEMPLOYMENT BENEFITS

Legislation (H.R. 1745, S. 904) that would give states flexibility on how to spend the remaining \$31 billion in federal unemployment insurance benefits this year was introduced May 5 in the House and the Senate.

The proposed Jobs, Opportunity, Benefits, and Services Act would allow states to spend the funds on: regular or extended unemployment benefits; preventing unemployment tax hikes; paying interest or principal on federal unemployment loans; or promoting job creation and hiring through the use of re-employment services, including wage subsidies. Currently, the funding can only be used to pay unemployment benefits, which last up to 99 weeks in many states.

The new legislation would allow states to continue paying the same benefits as present or choose to offer fewer weeks of benefits, and would strengthen job search requirements. Visit www.irs.gov for more information on this new legislation.

IRS RELEASES REVISED FORM 941-X AND INSTRUCTIONS

A revised Form 941-X, Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund, was released May 13 by the Internal Revenue Service. The latest change to the form reflects the addition of the tip-reporting adjustment on line 11. Additional information is included in column 4 for lines 12a, 12b, 12c, 19c, and 19d. The instructions also were released with the form. The form and instructions are available on IRS's website. Visit www.irs.gov for more information on this new legislation.

SOCIAL SECURITY WAGE BASE PROJECTED TO RISE IN 2012

The Social Security wage base, now at \$106,800, is projected to increase to \$110,700 in 2012, according to the annual report of the Social Security Board of Trustees. This projection is based on the intermediate cost assumptions contained in the report. The intermediate cost assumptions show an increase in the wage base to \$114,900 in 2013 and to \$120,000 in 2014. According to the report, the trust fund would exhaust its assets in 2036, a year earlier than predicted last year. Visit www.irs.gov for more information on this new legislation.

Job Opportunities

Link <http://www.aonhewittcareers.com/apply.html>

Position Number 26894

Job Description

HR BPO Team Lead 026894 Full-time

North Carolina-Charlotte

HR Outsourcing Services

Description

With more than 65 years of experience, Hewitt Associates (NYSE: HEW) is the world's foremost provider of human resources outsourcing and consulting services. The company consults with more than 2,300 organizations and administers human resources, health care, payroll and retirement programs on behalf of more than 340 companies to millions of employees and retirees worldwide. Located in 33 countries, Hewitt employs approximately 24,000 associates.

Overview:

The HR BPO Team Lead provides work direction to team associates and ensures requests are processed with accuracy and timeliness. The Team Lead reviews issue resolutions and presents to the client. The Team Lead is the technical and functional subject matter expert for their client(s) and continually works with their team to identify opportunities for improvement and implements solutions.

Responsibility Areas:

Accountable for partnering with the internal and external teams to deliver client service with quality. Enforces and support meeting/exceeding RSL's and KPI's and other performance quality objectives. Consults/collaborates with internal and external focal points to ensure alignment on priorities and projects. Accountable for adherence to the various internal and external audits requirements. Manages day-to-day service delivery within the team in a multi-client, multi-shore environment. Handles service escalations from internal and external clients. Monitors daily workflow of client team. Provides/Supports direction for process or problem resolutions. Reviews data for trending. Proactively looks for resolution of potential service delivery issues. Supports and holds associates accountable for continuous process improvements. Improves processes. Reviews and coaches for resolution for client/team escalations. Provides reports to clients and account team as required. Manages special projects required or need to support client ongoing delivery. Ensure annual review and updates to SOPs are conducted by associates. Provides support on compliance and regulatory issues. Support the Associate in the Annual Performance plans process and provide regular feedback. Manages Performance Improvement Plans as necessary. Monitors work schedule and time recording. Engages associates so their work contributes to business strategies and promotes a satisfying work experiences. Recognizes opportunities to build knowledge, skills and confidence by providing proactive coaching that prepares associates for success. Attracts, motivates and retains highly qualified individuals who are committed to delivering client and business results. Promotes an atmosphere in which frequent, constructive coaching and feedback is the norm; personally and publicly encourages excellence in coaching and feedback. Trains team associates and act as Subject Matter Expert. Leads adherence to standard practices and client contractual commitments. Responsible for establishing Operational Metrics and tracking the measures. Participates in Client visits as needed. Prepares for/Lead/Support periodic Client Team Performance Review process.

Qualifications

Formal Education & Certification

BA, BBA, BS in Business, or equivalent degree or work experience required
FPC and or/ CPP certification preferred or equivalent work experience

Knowledge & Experience:

PeopleSoft 8.0 or 9.0 experience/knowledge required

Workday software knowledge a plus

Experience/subject matter expertise in [WFA] functional processes such as Employee Data Administration, New Hire processing, I-9 Compliance, etc.

1-3+ years people management experience

Experience with leveraging Systems Development Life Cycle within projects or operations

Strong subject matter experience working with HRM Systems

Demonstrates excellent verbal and written communication

Able to write client ready documents and ongoing communications

Holds basic Accounting Skills for reconciliation of invoices to the contracted values
Demonstrate active listening, critical thinking, sound judgment and persuasion skills
Strong experience/knowledge of HRO processes
Understands and demonstrates problem-solving tools and methods
Some project budgeting/costing knowledge
Industry Knowledge desired
Experience managing multiple clients
X Project Management experience desired

Technical Skill

Proficiency in Microsoft Office (Word, Excel, Visio, and PowerPoint) multiple client systems and internet research

All positions require an applicant who has accepted an offer to undergo a background check. The checks run are based on the nature of the position. Background checks may include some or all of the following: education verification, employment verification, criminal check, Denied Restricted Parties Lists or OFAC lists check, fingerprint verification, credit check, and/or drug test. By applying for a position with Hewitt Associates, you understand that you will be required to undergo a background check should you be made an offer. You also understand that the offer is contingent upon successful completion of the background check and results consistent with Hewitt's employment policies. You will be notified during the hiring process which checks are required by the position.

Hewitt is an Equal Opportunity Employer Committed to Diversity, M/F/D/V

SOI is one of the nation's leading Professional Employer Organizations (PEOs). With clients in all 50 states representing more than \$1 billion in annual payroll, and having been in business on a national basis since 1990, SOI is one of the largest and most tenured PEOs in the country. SOI delivers state of the art human resources and risk management solutions to our clients, along with "best of breed" partners that small and medium-sized businesses may not be able to access on their own. SOI seeks to become a trusted member of our clients' strategic teams, aligning our services to help our clients fulfill their visions.

SOI is currently seeking an experienced PAYROLL SPECIALIST up to the challenges of a rapid growth company. Our corporate office is located in Indian Land-Fort Mill, South Carolina which is in close proximity to Charlotte, North Carolina and we have a generous and competitive benefit package that includes medical, dental, vision, 401(k) and more. No relocation available. All offers will be contingent upon a successful background and drug screen. SOI is an equal opportunity employer.

Our PAYROLL SPECIALIST is responsible for:

- Gathering and inputting all required information from internal and client resources to ensure the payroll is set-up and processed correctly and in a timely manner
- Communicating with clients on an on-going basis during set up to ensure understanding of client specific needs, as well as provide training to client contact on SOI's processes, reports available, and reporting deadlines
- Preparing Weekly, Semi-Monthly, Biweekly and/or Monthly payrolls as required
- Maintaining all associated files to ensure employee paperwork is accurate and timely and client information sheet is current
- Establishing and maintaining a positive working relationship with clients and co-workers to promote a quality of service image
- Following established guidelines, processes and procedures
- Researching and understanding assigned training topics and presenting in a professional manner
- Performing special projects as requested from supervisors
- Auditing all payrolls for 100% accuracy

<http://www.soi.net/careers>

Contact us at: 1-800-572-2412.

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



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>

Select **Newsletters**

Select the newsletter you would like to review from the list



Charlotte Chapter of the APA



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Charlotte Chapter
of the
American Payroll Association

**Our next meeting will be
May 19, 2011 at**

Enjoy!

Coming Soon.....

Charlotte APA June Networking Mixer

June 22, 2011 6:30-8:30 p.m.

Come out to for a fun night of networking with other APA members and their families!

We're going to the Lake, to celebrate Summer!

Join us!

Queen's Landing Pizza Cruise

Enjoy all you can eat pizza while cruising scenic Lake Norman aboard the Lady of the Lake.



It's an all you can eat Pizza Buffet with a variety of pizzas, baked spaghetti and bread served with coffee, tea, and water. They also have a \$1.50 weekly beer special.

RSVP by 6/21/11 to:

jstapleton@mpay.com

Boards 6:30p
Departs 7:00p
Returns 8:30 p



Adults
\$14.99 +tax

Child 12 & under
\$6.99 +tax

More info: <http://www.queenslanding.com/special-events/pizza-cruise/>

Hope to see you there!