

Payroll Chat

Upstate SC Chapter of
the American Payroll
Association

Volume 2, Issue 1
January 2012

Happy New Year!!

As you know we held elections for the Board of Directors and Committee Chair positions during September. A huge thank you to the folks who were on the ballot and to all those who cast their votes!

The current Board of Directors and Committee Chairs will continue in their current positions with the exception of Joy Rollins who resigned voluntarily— she certainly wasn't asked to step down— who has been replaced by Denise Salopek in January 2011.

Thanks to all the officers, committee chairs, board of directors, and members for all they are doing to help create a great chapter in the Upstate!

Please visit our website at
<http://www.upstatescapa.org>



The goals of the group are as follows:

- Offer RCH's for CPP and FPC's (the two designations that are offered by the American Payroll Association)
- Provide on-going timely education on topics important to payroll professionals
- Provide education about payroll to the community
- Provide networking opportunities.

2011-2012 Officers

President

Ingrid Smith, CPP, PHR

Abitibi Bowater

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President-elect

Cindy Fowler

Denny's Inc.

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Secretary

Tera Ehlers

Integrated Power Services

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Treasurer

Linda Sweet

AxonHentzen Aerospace

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Upcoming Meetings

January 12 General Meeting, 5:30 p.m. Dinner, 6:00 p.m. Speakers
Location - Greenville County Schools District Office
Topic - New Payroll Systems & Conversions, Payroll Negotiations
2 RCH's Anticipated

January 12 Board Meeting – Immediately Following General Meeting

February 9 General Meeting, 5:30 p.m. Dinner, 6:00 p.m. Speakers
Location and Topic: To Be Announced, 2 RCH's Anticipated
Board Meeting – Immediately Following General Meeting

March 9 Location and Topic: To Be Announced, 2 RCH's Anticipated





New — Member Bio's

Name: Patricia (Trish) Lathan, CPP

Employer: Performance Payroll

Job Title: Senior Operations Specialist

Why did you decide to take the CPP/FPC? The CPP helps me to continue to grow for myself as well as for my career. Being Certified pushes me to strive be at the top of the payroll industry.

How long have you been in payroll? I have been in payroll for over 20 years with 12 of those years in Payroll Services.

Why do you continue to do payroll? My standard answer is that I am nosey and can't stand not knowing it all but really is because my degree is in Accounting and Payroll is a field within Accounting. While in school, I felt that there was a lack of indepth training and knowlge of Payroll. As I tried to learn more about payroll, I found that it was very complex and ever changing field. Payroll is a field that you love or hate, there are not many people who are just okay about payroll, so I guess I fall in the Love category.

Family information? I am married, two grown children with three grandchildren

What are your hobbies and interests? I like to read, crochet, and go to baseball games

Name: Anita Lane, FPC

Employer: AbiBow US, now Resolute Forest Products

Job Title: Payroll Coordinator

Why did you decide to take the CPP/FPC? I wanted a certification to show that I was capable of doing payroll-related functions. For me personally as well as having it on my resume for future employment.

How long have you been in payroll? 2 years but mixed benefits with payroll for almost 7 years.

Why do you continue to do payroll? Payroll was my very 1st job during the summer in Jr. High. I continued doing payroll for 3 yrs after graduation when it was simple, on paper and checks written manually. Basically it was my first occupation and now, I hope to finish up the same way. I love the challenge of the numbers and the interaction with the employees. I want them to understand their paycheck.

Family information? Married to Robert for over 16 years, no children. Very close to my sisters Jean and Rose. Have 6 dogs.. which really are my kids

What are your hobbies and interests? Dog rescue - foster and volunteer transports mostly. Antiques, traveling, computing.



Leadership and Open Leadership Opportunities

Education Chair

Terri James
Saad & Manios, LLC
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At-Large Director

Denise Salopek, CPP
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Membership Chair

Bethany Garrison, CPP
Greenville Hospital System
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bgarrison@ghs.org

At-Large Director

Louise Hartsell
Elliott Davis
lhartsell@elliottdavis.com

Communications Chair

Open

MUGS FOR SALE!

All upcoming general meetings, \$10 each.
Please support the chapter by buying an insulated mug!

Payroll Certifications/Study Group

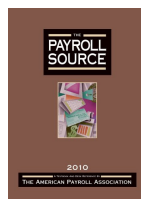
Are you interested in investing in your future? How about sitting for the FPC or CPP exam?

The FPC is a certification for payroll beginners and service and support professionals with payroll knowledge. There is no payroll experience requirement to take this exam. The CPP is a certification credential for those with payroll knowledge and experience.

If you would be interested in participating in a study group to prepare for the Spring testing window, please contact the Chapter at info@upstatescapa.org.

2012 Testing Window — Spring March 21 - April 28, 2012

RCH's will be offered at every monthly general meeting of the Upstate SC Chapter of the APA!





Payroll Certifications

Are you interested in becoming a Certified Payroll Professional or getting the Fundamental Payroll Certification? Are you interested in studying with others for the Spring 2012 testing windows?

See below for some additional information from the APA website on the certifications and the process involved.

Q: How can an individual determine which payroll certification exam he or she is best suited for?

A: First check the eligibility requirements. An individual who does not meet any of the eligibility criteria for the Certified Payroll Professional (CPP) exam, but wants to obtain a payroll certification, must take the Fundamental Payroll Certification (FPC) exam. Individuals who meet any of the CPP eligibility criteria but are uncertain of their strengths and weaknesses within payroll, should utilize the American Payroll Association's Knowledge Assessment Calculator (KAC) to help them determine which exam to take. For more information on the KAC visit www.payrollkac.com

Q: How can an individual determine which areas of payroll they may need to focus on in preparing for the exam?

A: Each of the payroll certification exams, the Fundamental Payroll Certification (FPC) and the Certified Payroll Professional (CPP) follow the applicable exam's content outline. The content outline can be found in the applicable Examination Handbook and on APA's Web site

The Payroll Certification Exams are designed to test individuals' Knowledge, Skills, and Abilities (KSA) within the payroll body of knowledge. KSAs are a more detailed version of the exam's content outline.

To assist candidates in defining which areas of payroll to emphasize their study on, the American Payroll Association's (APA) Knowledge Assessment Calculator (KAC) is a Web-based tool that assesses an individual's payroll knowledge, scores their performance, and immediately recommends training options. This is an assessment tool, it is not a training tool, therefore there is no feedback on what the correct answers are. Many organizations and local APA chapter study groups utilize the KAC to aid them in determining which payroll certification exam best suits each individual.



DOL Offers Free Advice on Federal Employment Laws

The Department of Labor has developed a series of online advisors who help employees and employers understand their rights and responsibilities under federal employment laws that govern such areas as minimum wage and overtime, workplace poster requirements, health benefits, and more. [Consult the elaws Advisors at the Department of Labor's website](http://www.dol.gov/elaws/), <http://www.dol.gov/elaws/>



Do you have job opens at your employer? We will be happy to include your listing in the Payroll Chat, website, and e-mail the membership with your information. Please contact Ingrid Smith at info@upstatescapa.org with a brief job description and contact information.



APA Learning Paths are designed to guide you through APA's educational offerings so you can build a professional development plan that is right for you and your staff. Following the links below, you can tailor an educational track using a range of options, from classroom instruction to online learning. Explore **APA's Learning Paths!**

[Payroll Essentials](#)

Basic payroll training for those new to the profession.

[Payroll Administration](#)

Intermediate and advanced payroll training for those who are looking to expand their knowledge.

[Payroll Systems](#)

Basic payroll training that focuses on professionals who work with payroll systems but do not necessarily process payroll.

[Payroll Analyst](#)

Advanced payroll training for those whose primary responsibility is compliance requirements.

[Payroll Management](#)

Advanced payroll training for managers and those wishing to move into management.

[FPC Certification](#)

The Fundamental Payroll Certification (FPC) is open to all those who wish to demonstrate a baseline of payroll competency.

[CPP Certification](#)

The Certified Payroll Professional exam is open to all those who have been practicing payroll three (3) out of the last five (5) years

2012 Annual Budget

Income—DRAFT

Dues

Regular \$50 x 30 members =	\$ 1,500
Unemployed \$25 x 5 members =	\$ 125
Sale of logo merchandise	\$ 70
Carryover from 2012	<u>\$ 1,400</u>
Total Income	\$ 3,095

Expenses — DRAFT

Speaker gifts (logo item in gift bag)	\$ 50
Logo merchandise (50 items)	\$ 100
Conference contribution	\$ 750
Refreshments (\$40 x 12 meetings)	\$ 480
Technology	\$ 250
PO Box	\$ 65
Supplies	\$ 250
Carryover to 2013	<u>\$ 1,150</u>
Total Expenses	\$ 1,945

Treasurer's Report (as of October 31, 2011)

Opening Balance **\$1,535.32**

Income

Dues (3 memberships)	\$ 110.00
Sale of Mugs	\$ 00.00
Dinner payments	<u>\$ 00.00</u>
TOTAL	\$ 120.00

Expenses

Technology	\$ 0.00
Speaker Gifts	\$ 0.00
Logo Merchandise	\$ 0.00
Refreshments	\$ 0.00
Dinner expenses	\$ 0.00
PO Box	\$ 0.00
Supplies	\$ 0.00
Conference Expenses	<u>\$ 261.28</u>
TOTAL	\$ 261.28

Closing Balance **\$1,444.04**

Important Dates



The 2012 Capital Summit will be held at the Marriott Wardman Park. The two-day 2011 conference was packed with 10 substantive sessions, a networking cocktail reception, a featured-speaker luncheon, and more.



The 30th Anniversary Congress brings you more workshops, more networking opportunities, and more recertification credits! Only at Congress will you be able to choose from more than 200 workshops over 4-1/2 days and earn 30 RCHs or 35 CPE credits! Congress offers a wide variety of educational workshops; the world's largest payroll, accounts payable, and finance Expo with over 100 exhibitors; and countless networking and motivational opportunities among 2,500 attendees.

Congress 2012 is being held at the Gaylord Palms Resort and Convention Center in Orlando, FL, **May 6-10, 2012.**



Carolinan Payroll Conference

November 7-10, 2012

North Myrtle Beach, SC

Registration will open in June/July

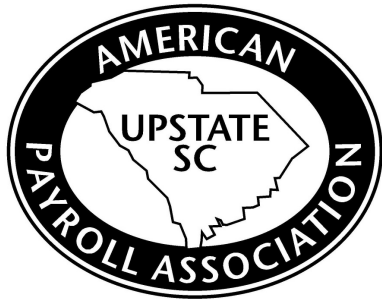
<http://www.carolinanconference.org/>

**Upstate SC Chapter of the
American Payroll Association**

PO Box 1681
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E-mail: info@upstatescapa.org

Website: <http://www.upstatescapa.org>



**Look for us
on LinkedIn!**

RCH Info

RCH's will be awarded to members of the Upstate SC Chapter of the APA. Members are defined as those having paid their dues for the current year.

RCH certificates will be e-mailed to members who have signed in on the official sign-in sheet and indicated that they need a certificate. RCH's will be awarded for each hour attended.

Questions? Contact Ingrid Smith

Upcoming Educational Opportunities from APA

FOUNDATIONS OF PAYROLL CERTIFICATE - FPC

San Antonio, TX — February 6-10, 2012

APA Learning Center

Course Code: 12101S01

PAYROLL ADMINISTRATION CERTIFICATE - CPP

San Antonio, TX — February 13-17, 2012

APA Learning Center

Course Code: 12201S01

PAYROLL PRACTICE ESSENTIALS

Atlanta, GA - March 28 - 30, 2012

Location: To Be Announced

Course Code: 12PPE01C

WAGE & HOUR SUMMIT—ALL SEGMENTS

WEBINAR—03/28-4/05/2012

Course Code: 12WHS00L

With APA's **Payroll Webinars**, you will learn the latest on payroll, human resources, and benefits topics, ensuring you understand the most important compliance issues, prepare for certification exams, and earn continuing education credit.

Please note that Payroll Webinars are presented at a specific date and time. Earn 1.5 Recertification Credit Hours (RCHs) or 0.15 Continuing Education Units (CEUs) for each hour of attendance in these educational webinars.

LEADERSHIP CERTIFICATE PROGRAM

Charlotte, NC - April 02 - 04, 2012

To Be Announced

Course Code: 12LCP01C

PAYROLL ISSUES FOR MULTI-STATE EMPLOYERS

Charlotte, NC - 04/19/2012

To Be Announced

Course Code: 12MUL08C