

Payroll Chat

Upstate SC Chapter of
the American Payroll
Association

Volume I, Issue II

April 2011

New Chapter of the American Payroll Association Created in Upstate South Carolina

2011-2012 Officers

President

Ingrid Smith, CPP, PHR

Abitibi Bowater

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President-elect – Open

Secretary

Tera Ehlers

Integrated Power Services

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Treasurer

Linda Sweet

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The chapter will serve the area which includes the areas of Greenville, Spartanburg, and Anderson as well as the other surrounding counties and cities.



The chapter got its start when a small group of payroll professionals decided it was time to provide continuing education and networking opportunities for payroll and human resource professionals in the area.

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.

In the future the group hopes to offer study groups for those who would like to sit for the CPP and FPC exams as well as get involved in community initiatives.

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

Upcoming Meetings

- April 14 General Meeting, 5:30 p.m. Dinner, 6:00 p.m. Speakers
Location - Greenville County Schools Administrative Offices
Topic - SC Unemployment Legislation Update and Overview of SC
OneStop Work force System – Approved for 2 RCH's
Dinner RSVP Due by 5 p.m. April 8, 2011
- April 21 Board Meeting – American Services, 5:30 p.m.
- May 12 General Meeting, 5:30 p.m. Dinner, 6:00 p.m. Speakers
Location - TBD
Topic - Automated Time & Attendance Solutions
2 RCH's Anticipated
- May 19 Board Meeting – American Services, 5:30 p.m.

Leadership and Open Leadership Opportunities

Education Chair

Terri James
Saad & Manios, LLC
864.277.9600
terrijames@saadandmanios.com

At-Large Director

Joy Rollins, CPP
American Services, Inc.
864.679.7115
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Membership Chair

Bethany Garrison, CPP
Greenville Hospital System
864.797.7717
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At-Large Director

Tracy Bench, CPP
Blockbuster
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bentino1@msn.com

Communications Chair

Open

President-Elect

Open

Payroll Certifications

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

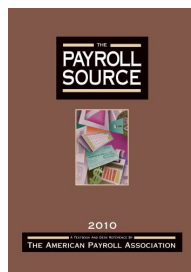
The FPC is a certification for payroll beginners and service and support professionals with payroll knowledge. There is no payroll experience requirement to take this exam. The CPP is a certification credential for those with payroll knowledge and experience.

2011 Testing Windows

Spring: March 26 – April 30, 2011, registration is open

Fall: September 10 – October 8, 2011, registration will open 07/10/11

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





March 10, 2011 General Meeting Minutes

- **Call to Order: Ingrid Smith**

- Welcomed everyone
- Introduced officers
- Provided copy of By-law, annual meeting calendar, and officer contacts
- Detailed how the chapter was formed
- Overview of structure
- Planned schedule for business meetings and general meetings
- Announced open Chairs & Committee positions
- Introduced Speaker

- **Session I: Speaker Tom Sheaffer, IRS Senior Stakeholder Liaison**

Tom provided contact information for assistance, various internet resources and E-subscription information. Tom discussed upcoming form 1099 changes, E-Verify, worker classification. Future IRS publications and web site use was also discussed.

- **Break**

15 minute Break

- **Session II: Speaker Tom Sheaffer, IRS Senior Stakeholder Liaison**

Tom continued with detailed information on worker classification. He provided instruction on how to access several IRS resources for assistance as well as the consequences and possible fines for worker misclassification. Tom opened the floor for questions and wrapped up with reminding everyone of his contact information and how to get assistance from the IRS

- **Closing: Ingrid Smith**

Ingrid thanked everyone for attending and reiterated that all comments and suggestions are welcome. She invited everyone to contact any of the officers with questions or comments.

Speaker Contact Information:

Tom Sheaffer—Senior Stakeholder Liaison, 803.253.3031, Thomas.A.Sheaffer@irs.gov

Nivia Hayes—Stakeholder Liaison, Field, 803.253.3336, Nivia.Hayes@irs.gov

IRS e-News Subscription Recommendations

- * IRS Newswire
- * IRS Guidewire
- * Employee Plans News
- * e-File News for Large and Mid-Size Corporations
- * Tax Professionals
- * e-News for Small Businesses
- * Retirement News for Employers



March 24, 2011 Board Meeting Minutes

Members in Attendance: *Ingrid Smith, Linda Sweet, Bethany Garrison, Terri James, Tracy Bench and Denise Salopek*

Discussed the following:

Meeting feedback: March 10, 2011 meeting and speaker – generally felt speaker did a good job and was informative. People who had attended generally felt that the speaker, Tom Sheaffer, was very interesting and were grateful for the opportunity for continuing education. Terri James will send Tom a thank you card for speaking at our meeting (he can not accept a gift as a government employee)

Meeting time: Discussed meeting time in light of e-mail suggestion to have daytime meetings. Board thought that getting away from the office for 3+ hours including travel time during the workday would be very difficult. Decided to stay with evening meetings for now but stay aware of comments for reconsideration.

April meeting: Confirmed speakers, topics and location, discussed possible future speaker topics, discussed possible caterers for the April meeting, will confirm and get information to Bethany by March 31 as invitation to April meeting needs to be out by April 1. RSVP deadline for meals will be April 8.

Budget update: From Linda Sweet - currently have 30 paid members. Discussed budget that was in the newsletter and where we need to spend money.

Meeting locations: Received offer to host from Spartanburg Methodist College, decided that for now with so few members from Spartanburg that to have to drive 45 minutes to an hour after work would not help us grow. Communicated that to Julie Bright at SMC and told her that as we get more members from that area we will reconsider.

Various members of the board to discuss joining the chapter and hosting meetings with several large local companies.

Board meetings: We will continue to have board meetings at American Services at least through June and then will consider moving to other sites. Decided to move monthly board meetings to the week after the general meeting to allow additional time to plan the following months meeting.

Communication

New member communication: Packets will include by-laws, annual meeting schedule, current issue of *Payroll Chat*, and welcome letter. Bethany will draft the welcome letter and send packet to all current members and new members as they join.

Website – Ingrid will attempt to get the website up this weekend. The address will be www.upstatescapa.org

Certificates – Tera got the certificates out and it was agreed they looked great and we had not heard from anyone about not being able to open them.

LinkedIn – updating it periodically with announcements

Email – make sure all new members are on email group list

Study group: briefly discussed the possibility of needing to start a study group possibly for the fall window since so few of the members are currently CPP's or FPC's.

National APA – briefly discussed article that Ingrid is writing for APA PayTech

Meeting Adjourned at 7:00 p.m.

Revised Annual Budget

Income

Dues

Regular \$50 x 30 members =	\$ 1,500
Unemployed \$25 x 5 members =	\$ 125
Special from conference \$10 x 9 members =	\$ 90
Sale of logo merchandise	<u>\$ 150</u>
Total Income	\$ 1,865

Expenses

Speaker gifts (logo item in gift bag)	\$ 25
Logo merchandise (50 items)	\$ 350
Refreshments (\$40 x 10 meetings)	\$ 400
Technology	\$ 250
PO Box	\$ 65
Supplies	\$ 250
Carryover to 2012	<u>\$ 525</u>
Total Expenses	\$ 1,865

Treasurer's Report (as of March 25, 2011)

Income

2/11 Dues (1 membership)	\$ 50.00
2/25 Bank Credit for free checks	\$ 24.55
3/11 Dues (8 memberships)	\$ 400.00
3/11 Dues (13 memberships)	\$ 650.00
3/11 Dinner for March Meeting	\$ 7.50
3/25 Dues (8 memberships)	<u>\$ 400.00</u>
TOTAL	\$1,532.05

Expenses

2/23 Bank charge for checks	\$ 24.55
3/24 Ingrid Smith—Supplies	<u>\$ 18.07</u>
TOTAL	\$ 42.62

Outstanding Items (Approximate amounts)

Caterer (1 dinner and snacks)	\$ 35.00
Joy Rollins (GoDaddy & PO Box)	\$ 105.00
Tera Ehlers (March 2011 snacks)	\$ 15.00
TOTAL	<u>\$ 155.00</u>
Approximate Monies Available	\$1,334.43

Important Dates

29th Annual Congress

May 24-27, 2011
Salt Lake City, UT



<http://www.americanpayroll.org/congress/>

With nearly 170 unique workshops and the cutting-edge Expo, Congress is guaranteed to propel you to the top of your game.

National Payroll Week

September 1-5, 2011



<http://www.nationalpayrollweek.com/>

National Payroll Week celebrates the hard work by America's 156 million wage earners and the payroll professionals who pay them.

Carolinas Payroll Conference

November 2-5, 2011
North Myrtle Beach, SC



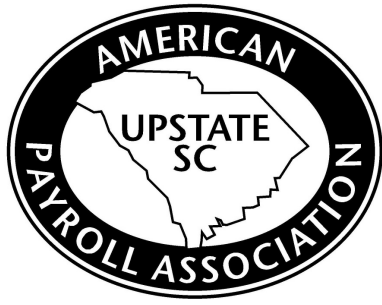
<http://www.carolinasconference.org/>

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

PO Box 1681
Greenville, SC 29602

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.

Members will have until the April 2011 meeting to pay their annual dues & receive RCH credit for attendance at the March 10th meeting.

Questions? Contact Ingrid Smith

Upcoming Educational Opportunities from APA

PAYROLL ISSUES FOR MULTI-STATE EMPLOYERS

Atlanta, GA - 04/12/2011

Sheraton Atlanta Hotel
Course Code: 110213

Charlotte, NC - 04/13/2011

Crowne Plaza Charlotte
Course Code: 110216

PAYROLL TAX FORUM

Atlanta, GA - 06/14/2011

Sheraton Atlanta Hotel
Course Code: 110505

Charlotte, NC - 06/15/2011

To Be Announced
Course Code: 110508

THE FALL FORUM—September 21-23, 2011

Learning how to increase efficiency, cut costs, and improve your organization's bottom-line is more important than ever before. As a payroll or accounts payable professional, your role in your organization is increasingly important, as you are charged with finding real-world solutions during these challenging times.

This conference focuses on leadership and organizational efficiency. It features the results of the Payroll, Workforce and Accounts Payable Performance Studies and the presentation of the Prism Awards.

Who Should Attend

Payroll Directors and Managers, accounting managers, compliance officers, controllers, CFOs, corporate treasurers, and HR directors and managers.

<http://www.americanpayroll.org/product/48/13>

See Website for Useful Web Links!!