



# Payroll Chat

Upstate SC Chapter of  
the American Payroll  
Association

Volume I, Issue V  
August 2011

## Chapter Elections — Coming Soon!

## 2011-2012 Officers

### President

Ingrid Smith, CPP, PHR

Abitibi Bowater

864.282.9364

[ingridsmith@yahoo.com](mailto:ingridsmith@yahoo.com)

### President-elect

Cindy Fowler

Denny's Inc.

864.597.8062

[cfowler@dennys.com](mailto:cfowler@dennys.com)

### Secretary

Tera Ehlers

Integrated Power Services

864.451.5622

[tlehlers@ips.us](mailto:tlehlers@ips.us)

### Treasurer

Linda Sweet

AxonHentzen Aerospace

864.299.2819

[lsweet@axonhentzen.com](mailto:lsweet@axonhentzen.com)



The chapter will be holding elections for the Chair positions and At-Large-Directors positions in September. All paid members of the Upstate SCAPA will be able to stand for election and vote.

If you are interested in one of these positions, please see the by-laws on the website for additional information or contact Ingrid Smith.

If anyone would be interested in these positions for the 2012-2013 term please contact Ingrid or Cindy Fowler by August 30th.

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.

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

## Upcoming Meetings

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|--------------|--|
| August 11    | General Meeting, 5:30 p.m. Dinner, 6:00 p.m. Speakers<br>Location - Tri-County Technical College, Easley<br>Topic - To Be Announced<br>2 RCH's Anticipated                   |
| August 11    | Board Meeting – Immediately Following General Meeting  |
| September 15 | General Meeting, 5:30 p.m. Dinner, 6:00 p.m. Speakers<br>Location: M. T. Anderson Support Center (Greenville County Schools)<br>Topic—To Be Announced<br>2 RCH's Anticipated |
| September 15 | Board Meeting – Immediately Following General Meeting  |

## 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  
jrollins@amsvcs.com

### Membership Chair

Bethany Garrison, CPP  
Greenville Hospital System  
864.797.7717  
bgarrison@ghs.org

### At-Large Director

Louise Hartsell  
Elliott Davis  
lhartsell@elliottdavis.com

### Communications Chair

Open

***If you are interested in being the  
Communications Chair please  
contact Ingrid Smith ASAP.***

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## 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.

***The study group will start meeting on Tuesday, August 2 at 6:00 p.m.. If you are interested in attending please contact Joy Rollins or Bethany Garrison (contact information above).***

**2011 Testing Windows** — Fall: September 10 – October 8, 2011

**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 Fall 2011 or Spring 2012 testing windows?**

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

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**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](http://www.payrollkac.com)

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**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.

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**Q: When and how should an individual begin to prepare to take one of the payroll certification exams?**

**A:** It is always best to start early! The majority of those who have successfully obtained payroll certification have stated "It is best to begin preparing for the exam at least 6 months in advance." There are several methods available to help individuals study and prepare for the payroll certification exams. The American Payroll Association (APA) offers various courses specially designed to prepare individuals for the exams. In addition, there are some self-study tools available such as The Payroll Source®, PayTrain®, Payroll Practice Fundamentals and Fundamentals of Payroll. Many local APA chapters host exam study groups and some local area colleges/universities offer the PayTrain College & University courses. For more information and a complete list of courses that can be used as study tools, visit APA's [Courses and Conferences page](#).

There are also various resources and publications available to prepare for the payroll exams. In addition to courses and resources, there are many free publications from government agencies and websites that provide valuable reference material. A more detailed list of courses, resources, publications, and websites is contained in Appendix B of the Examination Handbooks.

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**Q: What does it cost to take a payroll certification exam and what forms of payment are accepted?**

**A:** The fee for the American Payroll Association (APA) certification exams depends on the exam type - Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP). Payroll certification exam fees for the Fall 2009 and Spring 2010 administrations are as follows: FPC - \$290.00, CPP - \$355.00. Future payroll certification exam fees are subject to change. All applicable fees are published in the Examination Candidate Handbooks.

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**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](mailto:info@upstatescapa.org) with a brief job description and contact information.

**Help us help each other excel and advance!!!**

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## What Is National Payroll Week (NPW)?

NPW celebrates the unique partnership among America's workers, their companies, the payroll professionals who pay them and critical government programs such as, social security, Medicare, fair labor standards and child support. Together, through payroll withholding, they contribute and collect 71.9% of U.S. Treasury revenue.

This special week celebrates many things important to each of us who work. From the economic, cultural, and social achievements of workers, to the significance of "an honest day's work for an honest day's pay," National Payroll Week is a celebration on many levels.

**\*\*\* If you are interested in helping to teach the "Money Matters" class in the Greenville County Schools please contact Marc Dominic ASAP directly at [mdominic@greenville.k12.sc.us](mailto:mdominic@greenville.k12.sc.us)! \*\*\***

### NPW Fast Facts:

- AMERICA WORKS BECAUSE WE'RE WORKING FOR AMERICA®—NPW celebrates the unique partnership among America's workers, our companies, the payroll professionals who pay us, and critical government programs such as social security, Medicare, fair labor standards, and child support. Together, through payroll withholding, we contribute and collect 71.9% of U.S. Treasury revenue.
- NPW is a national campaign to help America's workers understand more about their paychecks, the payroll withholding system and other payroll-driven benefits.
- NPW 2010 ad appeared in *The New York Times Magazine*, *U.S. News & World Report*, *Smart Money*, *Journal of Accountancy*, and *Human Resource Executive* magazine.
- During NPW, local APA chapters and members host presentations to school and civic groups, participate in community service initiatives, and use local media to pass along information to today's workers and the workers of tomorrow.
- In 2000, APA created a year-round touchstone, [www.nationalpayrollweek.com](http://www.nationalpayrollweek.com), to provide workers with valuable information about their paychecks, withholding, the payroll industry and celebrating National Payroll Week.

## 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>
<b>Total Income</b>	<b>\$ 1,865</b>

### 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>
<b>Total Expenses</b>	<b>\$ 1,865</b>

### **Treasurer's Report (as of June 16, 2011)**

**Opening Balance** **\$1,315.32**

#### **Income**

Dues (1 membership)	\$ 50.00
Sale of Mugs	\$ 50.00
Dinner payments	<u>\$ 00.00</u>
<b>TOTAL</b>	<b>\$ 100.00</b>

#### **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
Bank Charges	<u>\$ 0.00</u>
<b>TOTAL</b>	<b>\$ 0.00</b>

**Closing Balance** **\$1,415.32**

## Important Dates

### *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

**Registration now open!**



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

## MUGS FOR SALE!

All upcoming general meetings, \$10 each.

Please support the chapter by buying an insulated mug!



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

PO Box 1681  
Greenville, SC 29602

E-mail: [info@upstatescapa.org](mailto: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**

## **GARNISHMENTS FORUM**

**Atlanta, GA—August 2, 2011**

To Be Announced

Course Code: 111303

**Charlotte, NC—August 3, 2011**

To Be Announced

Course Code: 111305

## **PREPARING FOR YEAR END AND 2012**

**Atlanta, GA—October 19, 2011**

To Be Announced

Course Code: 116008

**Charlotte, NC—October 28, 2011**

To Be Announced

Course Code: 116030

## **GOVERNMENT/PUBLIC SECTOR PREPARING FOR YEAR END AND 2012**

**Atlanta, GA—November 1, 2011**

To Be Announced

Course Code: 116073

## **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.