



Payroll Chat

Upstate SC Chapter of
the American Payroll
Association

Volume I, Issue VI
September 2011

Chapter Elections — Results

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 will be 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

- | | |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 13 | General Meeting, 5:30 p.m. Dinner, 6:00 p.m. Speakers
Location - M. T. Anderson Support Center (Greenville County Schools)
Topic - Cafeteria Plans and Difference Between FSA, HSA and HRA
2 RCH's Anticipated |
| October 13 | Board Meeting – Immediately Following General Meeting |
| November 10 | General Meeting, 5:30 p.m. Dinner, 6:00 p.m. Speakers
Location: Greenville County Schools District Office
Topic—To Be Announced, 2 RCH's Anticipated |
| November 10 | 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

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 Joy Rollins or Bethany Garrison (contact information above).

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.

CONGRATULATIONS ARE IN ORDER!!!!

The following individuals passed the CPP or FPC during the testing window that just closed!

Tera Ehlers, CPP
Louise Hartsell—CPP
Anita Lane—FPC
Lynn Shook—CPP

Please join us at the October 13th meeting for cake to celebrate those who passed these exams! If anyone else passed, please let us know so we can acknowledge your success also!



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.

Learning Paths

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



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 August 30, 2011)

Opening Balance **\$1,415.32**

Income

Dues (1 membership)	\$ 100.00
Sale of Mugs	\$ 20.00
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
Bank Charges	<u>\$ 0.00</u>
TOTAL	\$ 0.00

Closing Balance **\$1,535.32**

Important Dates

Carolinas Payroll Conference



November 2-5, 2011, North Myrtle Beach, SC

Registration now closed but check website to see if registration was extended.

<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**

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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

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

THE FALL FORUM—September 21-23, 2011

GOVERNMENT/PUBLIC SECTOR PREPARING FOR YEAR END AND 2012

Atlanta, GA—November 1, 2011

To Be Announced

Course Code: 116073

EDUCATIONAL INSTITUTIONS PAYROLL CONFERENCE

Lake Buena Vista, FL- October 30-November 2, 2011

Buena Vista Palace Hotel

Course Code 110415

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>