



Welcome to PAYTECHonline for March 2008

TOP STORY

Last Chance for Congress Savings

Have you registered for the 26th Annual Congress in Austin, Texas yet? You have less than a month to take advantage of the Rio Grande Special, so register now. Congress is the biggest payroll event of the year. With more than 100 workshops, it's your best opportunity for payroll education. Plus, attendees can test drive the latest technology, services, and software at the Congress Exhibit Hall, the largest payroll and accounts payable exhibit hall anywhere. This year's Congress will be held in Austin, Texas, from May 13-17. [MORE>>](#)

FEATURE

Watch Out for Misleading Child Support Orders

Some collection agencies have developed their own "withholding orders" that look authentic and mimic the appearance of actual state child support agency orders. These orders might direct an employer to remit withheld support to the collection agency or directly to the support recipient. Payroll professionals are reminded that child support remittances are to be sent to state disbursement units (SDU). Get details and important links to SDUs. [MORE>>](#)

WEBSITE NEWS

Tips and Tools for Career Advancement, Tax Time

Find out how APA's Career Center can help you score the perfect job. Also, learn how to avoid IRS scams, and tell your employees about IRS's 1040 Central site to help them with their personal income taxes. Also, don't forget about the economic stimulus payment! Everything you need to know to get through tax season is inside this month's Website News. [MORE>>](#)

PAYROLL EVENTS

IRS, SSA to Participate in Payroll Tax Forum

Read about the roles the IRS and SSA will play in APA's Payroll Tax Forum. Plus, learn about payroll training being offered near you, like APA's Progression Series and the Payroll Issues for Multi-State Employers class, in this month's Payroll Events. [MORE>>](#)

CHAPTER NETWORK

Time Is of the Essence!

Want to make a difference? Volunteer to teach young wage earners how to read and understand their paychecks! Find out how inside. Also, don't miss the deadlines to enter chapter contests--they are less than a month away! Learn more and meet Gail Martinez, CPP, President of the Albuquerque Chapter inside this month's Chapter Network. [MORE>>](#)

GOVERNMENT CORNER

How Will the Presidential Election Affect Your Payroll?

Want to know how the latest changes in the federal government will affect your payroll? Would you like access to the government officials who shape the policies that drive your compliance efforts? APA's Capital

Summit provides plenty of opportunities to learn from and influence the people who craft payroll policy. [MORE>>](#)

FEATURE

Spring Cleaning for Your Payroll Files

After finishing your year-end payroll processes, it's a good time to think about cleaning up your files. Which records can you destroy, and which must you keep? What happens if you're too trigger-happy with your shredder? That's what APA member Ginny Elkins, CPP, discusses in her article in the current edition of the *SSA/IRS Reporter*. [MORE>>](#)

FEATURE

Find Your Own Easy Button

We all want an easy button. Could hosted software be your big solution? Technology expert Greg Benton says today's outsourced software models can deliver business applications as needed, while greatly simplifying the "how" and "where" for users. Why not let someone else handle IT upkeep and overall performance? [MORE>>](#)

VENDOR NEWS

ADP Releases Fully Automated Sales Tax Solution

Accenture launches an Innovation Centre for Oracle in Europe; ADP raises the bar with a fully automated sales tax solution; Paychex introduces an FSA debit card; and Comdata enters into an agreement with Discover Financial Services in this month's Vendor News. [MORE>>](#)

BUYER'S GUIDES

The 2008 ASP and Software Solutions Buyer's Guides

This month's guides are the 2008 Application Service Providers Buyer's Guide and the 2008 Software Solutions Buyer's Guide. And that's not all. You can also find an extensive list of 2007 Buyer's Guides. [MORE>>](#)

PAYROLL RESOURCES

Don't Be Confounded by State Laws

If you're struggling to keep all of the state payroll laws straight, strain your brain no more. With *APA's Guide to State Payroll Laws* you can handle the confusing array of regulations. Also, deliver the payroll basics to your staff with *Payroll Practice Fundamentals* in softcover and eBook formats. Plus, get the answers to the March PAYTECH crossword puzzle in this month's Payroll Resources. [MORE>>](#)

NEW MEMBER LIST

APA Welcomes 310 New Members!

Our online, searchable-by-state listing is very handy. Use it to contact payroll people in your area, including 310 new payroll peers. [MORE>>](#)

FEATURE STORY

NCSEA Has Message for Employers at Policy Forum

By William Dunn, CPP

Payroll professionals are reminded that child support remittances are to be sent to state disbursement units (SDU) and that the addresses of the SDUs may be verified on the [Office of Child Support Enforcement's Federal Parent Locator Service web pages](#).

The need for this reminder became apparent at the [National Child Support Enforcement Association's](#) Policy Forum, held in Washington, D.C., in late January. Some collection agencies have developed their own "withholding orders" that look authentic and mimic the appearance of actual state child support agency orders. These orders might direct an employer to remit withheld support to the collection agency or directly to the support recipient.



Having the support bypass the child support agencies creates a recordkeeping problem, because the SDU will not credit the noncustodial parent (your employee) for payments that are not made through the SDU. In the worst cases, the individual might be branded a deadbeat parent, even though everything owed has been paid.

One out of three child support orders crosses a state line, so it is not unusual for the custodial parent, noncustodial parent, and the payroll department to be in three different states. Although every state child support agency and county court should be using the [Standard Income Withholding Order](#), the fact is that some don't. It is understandable that a payroll professional for a multistate employer might have difficulty recognizing the authenticity of orders coming from all the states and U.S. territories.

Tell It to the Judge?

Employers occasionally receive orders from courts directing payments to custodial parents rather than the SDUs, in direct contrast to state child support guidelines. State agency officials suggest this is more likely to happen in divorce cases not handled by the family court.

Correcting the matter directly through the court can be tricky, and is not recommended. Jim Owen, CPP, APA's Senior Director of Administration, once received such an order and contacted the court to have the payment redirected to the SDU. Rather than following the state child support guidelines, the judge threatened Owen with contempt of court. If faced with a similar situation, child support officials recommend contacting the state child support agency, rather than the court, to resolve the issue.

OCSE reports that more than 70% of all child support is collected through wage withholding. Both federal and state child support agencies recognize the employer community as an important stakeholder in matters relating to child support.

PAYROLL EVENTS

Last Call for Congress Savings!

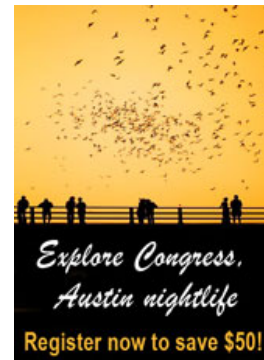
Take advantage of your final opportunity to save on registration!

You have one more month to save \$50 on your registration price for the [26th Annual Congress!](#) Don't miss out on this final opportunity to save!

[Register](#) by April 15 and you can take advantage of The Rio Grande Special. That savings of \$50 is at least a nice massage or an elegant dinner out. As a payroll professional, you know that every penny counts--so take advantage of this savings opportunity while you still can!

This year Congress will be held in Austin, Texas, May 13-17. [More than 100 workshops](#) dedicated to your continued educational training will be available under one Austin Convention Center roof.

[With 10 hotel options \(see them on a map\)](#) and the [Live Music Capital of the World](#) right outside, you are guaranteed to have a good time both at the conference and after hours. We'll see y'all there!



IRS, SSA to Participate in APA's Payroll Tax Forum

IRS and SSA must think highly of our seminar, [Payroll Tax Forum](#). It is promoted in the spring 2008 edition of the [SSA/IRS Reporter](#) on page 6. As it states in the article, "you can avoid penalties by learning about the latest payroll-related changes from Congress and federal agencies such as the IRS, DOL, SSA, and the Department of Homeland Security."

IRS and SSA take an active role in the Payroll Tax Forum. They plan to present topics on the 2009 Form 941X--which offers a new way for you to more easily make adjustments to prior Forms 941--and the latest developments on [SSA's Business Services Online](#).

The one-day [Payroll Tax Forum](#) will be taught June 16-27 at locations around the country.



Climb the Ladder to Success With APA's Progression Series!

Work your way up the payroll training ladder with APA's Progression Series. These four classes will lead you from basic payroll calculations to emerging payroll practices. Taught in cities around the nation, the classes will be offered throughout 2008. Check the links below to see when the classes will be offered in your neighborhood.

[Payroll Practice Essentials](#) is a flexible three-day program taught in two parts. Part One (one day) is the intro to basic payroll calculations, and Part Two (two days) covers complex payroll calculations, taxation calculations, and more.

[Intermediate Payroll Concepts](#) gives attendees insight into payroll management and complex issues involving pensions plans, third-party sick pay, and more over a two-day period.

[Advanced Payroll Concepts](#) covers some important payroll forms and regulations. Class attendees will learn about payroll metrics and process improvements in this two-day course.

[Strategic Payroll Practices](#) explores emerging payroll practices, the impact of federal regulations, and other important factors in guiding a payroll department in this two-day course.



Multi-State Course Offers Solutions to Complex Payrolls, Compliance Issues

When processing payroll in multiple states, differences in state laws and regulations present unique challenges to professionals responsible for compliance. [Payroll Issues for Multi-State Employers](#) provides the information necessary to maintain compliance in every state in which you pay employees. This intensive, one-day course covers state income tax withholding issues, out-of-state child support withholding orders, residency determinations, fringe benefits issues, and much more.

Topics include:

- * When an employee works in more than one state, to which state(s) should withheld income tax and unemployment insurance tax be paid?
- * Are electronic paycards prohibited in any state?
- * How do you correctly withhold and report taxes for residents and nonresidents?
- * Has your state mandated electronic remittance of child support payments?

This class is ideal for payroll, human resources, systems, accounting, and tax professionals who deal with employees in more than one state. Classes are taught at locations around the country during the month of April. [Find a Payroll Issues for Multi-State Employers class in your area.](#)

APA Education Calendar of Upcoming Events

[APA Education Course Listing](#) -- Find a class near you, and get information on all APA courses
[APA Compliance and Education Calendar](#) -- An interactive calendar that provides you with important compliance dates, upcoming classes, and more

Payroll Learning Center Courses

[Payroll 101: Standard Foundation of Payroll Administration](#)

[Payroll 201: Payroll Administration Course](#)

[Payroll 250: Payroll Administration in Canada](#)

[Payroll 260: Payroll Administration in the United Kingdom](#)

[Payroll 270: Implementing Payroll Best Practices](#)

[Payroll 280: Payroll System Selection and Implementation](#)

Payroll Training

[Intermediate Payroll Concepts](#)

[Payroll Practice Essentials](#)

[Strategic Payroll Practices](#)

[Advanced Payroll Concepts](#)

Conferences

[Capital Summit](#)

[Congress](#)

Specialty Seminars

[Mergers & Acquisition Forum](#)

[Payroll Issues for Multi-State Employers](#)

[Payroll Tax Forum](#)

Audio and Video Options

[APA Webcasts](#) [Audio Seminars](#)

[Archived Audio Seminars](#)

WEBSITE NEWS

APA Career Center Offers Tips, Research Essential to Successful Job Hunting

If you are in the market for a new job, check out [APA's Career Center](#), sponsored by [Accountemps](#) and [Robert Half Finance & Accounting](#). It contains everything you need to prepare a [fantastic resume and cover letter](#) that will impress potential employers and earn you that coveted interview.

The Career Center offers the resources you need to further your career. There is even a wealth of information devoted to [developing and managing your payroll staff](#).

Take advantage of all the latest research on industry salaries and hiring trends or discover tools for your continued education and training. You can quickly access information regarding APA's certification exams, which is especially helpful when you find a great job where a CPP (Certified Payroll Professional) designation is required.

APA's Knowledge Assessment Calculator can be accessed under "Staff Development." It's a terrific tool that can measure the payroll knowledge of job candidates before you hire them. If you're looking for a job, your next potential employer may use it to test your payroll knowledge.

While visiting the Career Center, be sure to check out the Robert Half International Career [Podcast Series](#). You can listen in on interviews with staffing experts and subscribe to automatically receive future podcasts as they are released. No time to read all the handy information on the Career Center site? No problem! Download the podcasts onto your MP3 player and take your newfound knowledge on the road. It's easy, convenient, and you'll increase your job hunting skills in no time.

Check out [APA's Career Center](#) today!



Be Safe When Using Free File!

Go to IRS Website to Avoid Look-Alikes



Taxpayers with an adjusted gross income of \$54,000 or less qualify to prepare and electronically file their federal personal income tax returns for free through the IRS's Free File program. Free File offers the same benefits as e-filing, but it's a free of charge! The IRS estimates that 70% of taxpayers are eligible to use it.

The safest way to access Free File is to go to the [IRS Web site](#) and click on the Free File logo. The IRS is encouraging taxpayers to do this, rather than clicking on any other link someone might send them. The other links could belong to a software provider that will charge them a fee or an unscrupulous look-alike site that is attempting to steal personal information.

Even those who used Free File last year and are still eligible to use the program should access it through the IRS website, according to IRS. Beware of [suspicious e-mail](#) that appears to be from the IRS. The IRS doesn't send e-mails to taxpayers. So if you get such an e-mail, even if it has the IRS logo on it, don't be fooled. It's not from the IRS.

e-Filing Is Safe

History has shown that e-filing, whether free or not, is very safe as long as taxpayers apply these standard safety measures recommended by the IRS:

- * Use a secured computer with current anti-virus, anti-spyware, and anti-adware software and a firewall.
- * When online with the software company, there should be an "s" at the end of "http" in the browser address line. Also, look for a "closed lock" icon on the computer screen when transmitting personal data. These icons

are proof of a secured link with the vendor. If you don't see these security indicators, you shouldn't reveal or transmit your data.

Avoid using shareware or peer-to-peer (P2P) software on any computer where personal, identifiable information is stored, including tax returns. P2P software is used to share music files or videos across the Internet. Anyone who uses this type of software should make sure that their personal data is in an encrypted directory or one that the peer-to-peer community can't access.

By following the recommendations outlined here, taxpayers can feel confident in [e-filing](#) their returns to the IRS.

Tax-Filing Bonus!

Already filed your taxes? Check out the latest news on the [economic stimulus payment](#) that could be coming your way in May! The program will benefit 130 million U.S. households. You may receive \$600 or more, in addition to any refund you may have coming.

Tell Your Employees About 1040 Central

Tax day is just a month away! Do some of your employees need help, or even a push?

Especially important this year is that people who aren't required to file a tax return (perhaps they didn't earn enough to meet the filing criteria) SHOULD file, so they can get their economic stimulus payment, which IRS will automatically send to eligible taxpayers after they file their returns.

Tell your employees they can get their taxes done faster and easier than ever, thanks to IRS's great tax tool: [1040 Central](#). This website can answer many of their questions, with information ranging from, "What changed over the past year?" to "How can I file my tax return electronically for free?" to "Where can I find that darn form?"

Just download [APA's 1040 Central handout](#) and distribute it to your company's employees. Make it available at your office, the HR office, the employee lunch room, and post it on your intranet. It's especially good on an intranet or distributed to employees via e-mail, since it has live links to the 1040 Central site.



Topics covered at the IRS 1040 Central site include:

- * [Downloadable forms](#) (no more frantic trips to the post office!)
- * [Free File](#)-- check to see if you qualify
- * [e-file](#)-- 80 million taxpayers are going paperless
- * Highlights of the tax law changes, including the [Alternative Minimum Tax, and Economic Stimulus Rebates](#)
- * [EITC Assistant](#), to help you determine if you are eligible for the Earned Income Tax Credit
- * [How to send your refund](#) to up to three accounts via direct deposit
- * [Tips](#) for choosing a tax preparer
- * [What if I can't pay?](#)
- * [Frequently asked questions and answers](#)

[Visit 1040 Central](#) yourself and get the help you need today!

PNN Now Available on YouTube!

APA's Pay News Network (PNN) has expanded its reach by opening the [Pay News Network channel on YouTube](#), the popular video-sharing website.

Episodes of PNN will continue to be available first on www.americanpayroll.org. They will be posted to the YouTube channel a few weeks after first being made available to APA members.

"Posting our videos on YouTube will help us reach more payroll and accounts payable professionals," said Bob Wagner, Director of Communications for APA. "We're looking forward to getting feedback from all over the world."

[YouTube](#) allows you to view, comment on, and rate videos, as well as add them to your favorites or even share them with friends. While you are there, be sure to [subscribe](#) and receive constant updates on all of APA's future video posts.

Never been to [YouTube](#) before? Anyone can watch the videos, but if you don't already have an account set up on the website, [sign up](#); it's free! We look forward to your responses!



www.youtube.com/paynewsnetwork

Screen Saver Calendar

This popular screen saver recreates the compliance calendar and hotlinks to APA's Education and Compliance Calendar in one keystroke! It's easy to install -- just click on your favorite screen saver--there are "fun" and "elegant" options for each month (the information is the same on both calendars) and the APA screen saver will install itself automatically. Then, to visit the Taxation Compliance Calendar, just hit the calendar button while the screen saver is active. It's easy, fun, and will help keep you in compliance. [Link to screensaver download page.](#)

APA's ListServ Provides Answers to Payroll Questions

Where can you go to find the answer to your year-end and other payroll questions, or see how other companies handle the diverse array of company policies not regulated by law? These are just some of the topics covered on [APA's Payroll ListServ](#), a great source for questions and discussion on payroll practice and procedures!

It's easy to subscribe, just click on the link above to the Members Only area and click on the "ListServ Sign-up" page. After you join, you'll become one of the many APA payroll professionals who benefit from the give-and-take of the APA Payroll ListServ. You can ask questions, answer questions, or just read along -- no matter what, the ListServ will keep you on top of the latest topics buzzing through the payroll world.

APA's Web Links

[APA's Local Chapters](#)
[Forms, Pubs, and Info](#)
[Education and Compliance Calendar](#)
[State and Local](#)
[Federal and General](#)
[Organizations](#)
[Payroll Products and Services](#)
[Joblinks](#)

CHAPTER NETWORK

Volunteer for Money Matters National Education Day!

By Susan S. Garcia

In what has become a very significant part of National Payroll Week (NPW), [Money Matters National Education Day](#) is a day when payroll professionals teach teens about their paychecks and the payroll withholding system. This year's Money Matters National Education Day will be held on September 4, 2008. But you can teach the Money Matters curriculum to students any time during August or September.



Participating in National Education Day is a rewarding experience for hundreds of payroll professionals every year. They visit local high schools and youth organizations to improve financial literacy for the next generation of employees.

Working with the National Council on Economic Education, APA has created a lesson plan that is distributed to all volunteers. This lesson plan has everything volunteers need to teach students about their paycheck.

Start preparing today!

Visit National Payroll Week's website and [sign up to be a volunteer](#). Once you fill out the online form, you will be e-mailed the lesson plans. Now all you have to do is find a school or youth group!

To help organize your efforts and secure a spot in local high schools, here are some tips:

- * Contact schools or cooperative education groups in the spring before the current school year ends. This process could take up to three months. [Visit www.nationalpayrollweek.com](#) for [sample letter to schools](#).
- * Be flexible. School schedules can change, and you can teach Money Matters at any time.
- * If you know someone who is employed by the school district, contacting them first could help the process move faster.
- * Be prepared to donate approximately 60 to 90 minutes for class time, depending on class schedules.
- * Consider teaming up. Have one person teach while the other serves as an administrator to keep track of time and pass out the lessons.
- * Contact local vendors about donating incentives to pass out, such as PayDay and 100 Grand candy bars, or other payroll related trinkets.

Use the online [CHAMPS Mentor program](#) for National Education Day questions. CHAMPS Mentors have experience and can help you with tips and insight.

Local chapter members are eligible to enter the [NPW National Education Regional Champion Contest](#). APA has divided its local chapters equally into eight separate regions around the nation. Chapter members within each region work together for the common goal of education. After teaching the lesson, chapter members can go to the NPW website and register their participation toward the total count for their region. The region with the most participants is crowned the National Education Champions! Look for more information to come.

APA appreciates the time and dedication volunteers put into this program. All volunteers will receive a special certificate from APA Executive Director Dan Maddux.

"It is so worthwhile knowing you saved these future wage-earners from the stress they might later receive from that first paycheck," said Debbie Cash, CPP, President of the NPW award-winning [Joplin Chapter of Southwest Missouri](#). "It is a great feeling to know you helped young people understand something that will soon be a part of their everyday lives."

MMNED is the perfect opportunity to educate today's youth. Your contribution could impact a child and help them better plan for the future. Be a part of making APA and payroll history on **September 4, 2008!**

Chapter President Profile: Gail Martinez, CPP

By Judith Aquino

As President of the Albuquerque Chapter in New Mexico, Gail Martinez, CPP, takes great pleasure in helping her chapter reach new heights in supporting the payroll profession. Martinez played an integral role in revitalizing her chapter by reorganizing chapter events and motivating other members to become more involved.

Martinez said she is particularly grateful to members who have shown tremendous dedication to the Albuquerque Chapter.

"The chapter would not exist without these people, and I give them a huge amount of credit," Martinez said.

Martinez's goal is to ensure chapter members realize the true value that comes with their membership in the chapter and association. She said she always makes it a point to encourage members to take advantage of the CPP/FPC classes, in particular.

"I think the study group is one of the most important benefits we offer," she said. "It was completely instrumental in helping me pass my CPP exam and I want it to be available to assist others going forward also."

Time is something Martinez values highly. In addition to being President of the Albuquerque Chapter, she is also a part-owner of three different businesses. Spare time is not something she has a whole lot of, but when it comes around, she said she'd like to read more and take a yoga class this year.



Gail Martinez, CPP

APA's 2008 Contest Deadlines Are Only Weeks Away!

Make sure your chapter shines at [APA's 26th Annual Congress](#), May 13-17 in [Austin, Texas](#).

Take advantage of this opportunity to showcase your chapter's creativity and achievements by entering APA's 2008 Contests:

Chapter Pictorial Contest-- This contest allows chapters to be creative and display their successes through the use of pictures.
Deadline: April 4, 2008

Best Chapter Website Contest-- Local chapters are awarded for their efforts to be innovative and informative while serving their members using their chapter's website as an educational tool.
Deadline: April 4, 2008

The Dream Theme Contest: Promoting Your Statewide or Regional Meeting-- Chapters are awarded for their creative use of a theme during their statewide or regional meeting. Winners are determined by how chapters incorporated that theme into their meeting's marketing and onsite materials or displays.
Deadline: April 4, 2008

Your chapter's entries will not be judged on the size and volume of your chapter's activities, but on the quality, creativity, originality, enthusiasm, and service your chapter has provided to the payroll profession over the past year. All awards will be presented at Congress.

Please submit your completed entries to the address below:

American Payroll Association
Attn: Susan Garcia
660 North Main Ave., Suite 100
San Antonio, TX 78205-1217



Join the Fun and Enter the Congress Costume Contest!

This year's Congress costume contest has a truck stop theme. Compete in the following categories:

- * Best Truck Stop Waitress
- * Best Beer Gut
- * Best Tattoos (real or fake)
- * Best Hippie
- * Best Trucker Traveling Companion

Judging will take place in the Exhibit Hall before this year's Congress Party; so wear your gear all day or dress for contest success before attending this year's party on Thursday, May 15. You know all the answers when it comes to tip credit at your local diner. Now it's time to have fun and show off your creative side with the annual Congress Costume Contest!



Brent Gow, CPP, proves he and his wife Cindy are fierce competition in the 2007 Congress Costume Contest.

APA's 2008 Contest Deadlines Are Around the Corner!

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* [The Dream Theme Contest: Promoting Your Statewide or Regional Meeting](#)--Chapters are awarded for creative use of a theme during statewide or regional meetings. Winners are determined by how chapters incorporated that theme into their meeting's marketing and onsite materials or displays.

Deadline: April 4, 2008

Your chapter's entries will **not** be judged on the size and volume of your chapter's activities, but on the quality, creativity, originality, enthusiasm, and service your chapter has provided to the payroll profession over the past year.

All awards will be presented at the **26th Annual Congress**. Please submit your completed entries to the address below:

American Payroll Association
Attn: Susan Garcia
660 North Main Ave., Suite 100
San Antonio, TX 78205-1217



2008 Study Groups and Statewide Meetings

Get an up-to-date listing of CPP/FPC study groups and statewide and regional conferences at the links below.

[CPP/FPC study groups](#)

[APA's Statewide and Regional Conferences](#)

To add your Study Group to the list above please use this

[Study Group Registration Form](#).

To add your statewide or regional meeting to the list above please use the

[Statewide Meeting Registration Form](#).

Contact Us

For anything chapter-related, or for more information about the issues above, please contact the Chapter Relations Department at (210) 226-4600 or chapterrelations@americanpayroll.org.

GOVERNMENT CORNER

Explore What's Ahead for Payroll

Meet Officials From Top Federal Agencies

By **Scott Mezistrano, CPP**, and **William Dunn, CPP**

Don't miss your chance to hear directly from top government officials as they discuss the most urgent government policies and practices that will impact payroll at [APA's Capital Summit](#), March 26-27, in Washington, D.C. Representatives from more than a half dozen federal agencies that directly regulate the payroll profession will address Capital Summit participants during this two-day event.

[Register now for the 2008 Capital Summit.](#)

What Can You Expect From the President and U.S. Congress?

The president's annual budget proposal always contains initiatives that would be implemented by the payroll department. Remember last year's idea of a "standard deduction for health insurance?" Possibilities for 2008 include increases in penalties for incorrect Forms W-2 and 1099, and tax withholding from payments to independent contractors.

Payroll issues are also considered by the Congress. One currently brewing bill would limit the ability of states to tax nonresidents who work within their borders for short periods of time. Tom Reeder, Benefits Tax Counsel for the U.S. Treasury Office of Tax Policy, and Mildeen Worrell, Staff Director for the Select Revenue Measures Subcommittee of the U.S. House Ways and Means Committee, will give us a glimpse of our possible future.



What's New at DOL, SSA, and OCSE?

When it comes to actually paying employees, the Department of Labor has as much impact as any agency on the payroll function. Alexander Passantino, Acting Wage and Hour Administrator for the **Department of Labor**, will discuss the DOL's enforcement efforts for the coming year and the most relevant developments of the past year.

The **Social Security Administration** continues to encourage electronic reporting of wage information. SSA rolled out the Social Security Number Verification Service so you can file more accurate W-2s. Chuck Liptz, Director of the Employer Wage Reporting and Relations Staff, will discuss the most recent improvements to the filing system, year-end facts and figures, and what's in store for employers as we look ahead.

In January of this year, Sherri Grigsby took the reins of the Employer Services Team at the federal **Office of Child Support Enforcement**. While payroll professionals can expect the same level of cooperation from OCSE that we have come to enjoy, change often leads to more change, and Grigsby will be on hand to discuss OCSE's priorities for the near future, including expansion of electronic delivery of child support orders.

Pension Deficit Disorder?

Employer retirement plans in the 21st century "will be fundamentally different from the 20th century model," according to Jim O'Connell, Vice President of Government Relations & HR Policy at Ceridian. And they need to be, as the national savings rate is "one of America's biggest long-term challenges," he said. O'Connell will explain how the Pension Protection Act will revolutionize 401(k) plans via automatic enrollment, and he'll tell us about Congress's proposals for "automatic IRAs" for employees without access to employer plans.

APA Is Fighting on Your Behalf!

Did you know you can scan and then shred W-2s that come back to you in the mail? The March edition of [Inside Washington](#) discusses how APA got a clarification from IRS on that topic. That's just another example of APA's Government Relations team at work for you and the entire payroll professional community.

**PAYROLL
CURRENTLY**

You can always read more about APA's work as your voice in Washington, D.C., at:

* [Inside Washington](#) (click on the Inside Washington graphic on the right)

* [Government Relations page](#) of the APA Members Only website (APA member login required)

Recently posted to the Government Relations webpage is coverage of APA members' participation in a meeting with [USCIS](#) to consider why more employers don't use E-Verify and how E-Verify needs to be enhanced, should it become mandatory as suggested by a number of immigration-related bills currently in Congress.

You'll also find information on other lobbying efforts, descriptions of Government Affairs Task Force subcommittees, links to government contact information, the invaluable "[Forms, Pubs, Info](#)" section of our website, and contact information for APA's Government Relations staff.

This area of the website will keep you informed of how APA is serving you and how you can get involved in APA.

FEATURE STORY

Spring Cleaning for Your Payroll Files

APA member gives guidance on records retention in SSA/IRS Reporter

By Scott Mezistrano, CPP

After finishing your year-end payroll processes, it's a good time to think about cleaning up your files. Which records can you destroy, and which must you keep? What happens if you're too trigger-happy with your shredder? That's what APA member Ginny Elkins, CPP, discusses in her article in the current edition of the [SSA/IRS Reporter](#).

"Failing to meet these recordkeeping requirements can mean big penalties, not to mention large settlement awards, should you be unable to provide the required information when requested by IRS or in an employment-related lawsuit," Elkins said.

She goes on to list the types of information that, under federal tax law, must be kept into the fifth year following the tax year to which they relate, ranging from the amount and date of any compensation to the substantiation of fringe benefits. Her article also provides links to research the requirements under federal labor law and state laws.

Read Ginny's article, "Failure to Meet IRS Payroll Recordkeeping Requirements Can Mean Big Penalties," on page 5 of the Spring 2008 edition of the [SSA/IRS Reporter](#).

Ginny has been in the payroll profession for more than 20 years and is currently the Senior Standards Consultant in the Human Resources Outsourcing Division of Ceridian. She is a member of APA's National Speakers Bureau and has taught the Payroll Professional Learning Series at Sinclair Community College in Ohio. Ginny was named the Ohio Payroll Professional of the Year in 1997, and in 2006 she received APA's Meritorious Service Award.

Obviously, the IRS and SSA think she has the right approach and want to share it with the seven million employers who get the Reporter in the mail with their Form 941 and with the thousands of tax professionals who view it online.

A Great Alliance

APA articles have been a regular feature in the SSA/IRS Reporter since the Fall 2003 edition. APA's contributor status helps fulfill the Association's mission to educate the payroll community, in addition to providing great exposure for the organization before all employers and thousands of tax professionals. It is also evidence of the ongoing partnership among APA, IRS, and SSA. Go the [SSA/IRS Reporter archives](#).



**Ginny Elkins,
CPP**

FEATURE STORY

Find Your Own Easy Button

There's a Hosted Software Solution for Every Business, Budget Today

Staples has it right--we all want an easy button to press. Could hosted software be your easy button?

In his March PAYTECH article, "[Look Before You Leap: The Steps to Outsourcing Software Delivery](#)," Greg Benton delves into the world of hosted software solutions.

"The market for IT deployment of software solutions has changed," says Benton, who is Senior Director of Alliances and Field Operations for [Velocity Technology Solutions](#). "The differences between software as a service (SaaS), on-demand solutions, and ASPs (Application Service Providers) are diminishing daily. No matter the label, all seek to deploy software, along with the underlying infrastructure, using an outsourced model to deliver the business use of applications as needed, while greatly simplifying the how and where for users."

"Simplifying" anything IT-related is always good news to businesses. Why not let someone else handle IT upkeep and overall performance? After all, it allows a corporation to focus on what it knows best, and leaves the technical stuff to the experts.

But before an organization can choose a new software solution, Benton says it should follow this checklist:

1. **Align costs with benefits**--Make sure you know the true cost of the overall IT project including all upgrades and improvements that will be required to make the solution fit your business needs.
2. **Set realistic goals**--Understanding the intricacies of procurement, the readiness of project resources (infrastructure, hardware, software, and knowledgeable personnel), and realistic budget constraints will help you avoid roadblocks. Set a realistic budget. Benton says, "purchasing and political concerns should be carefully mapped out" before any final decision is made, or a goal has been set.
3. **Define the changes necessary for success**--Once you know what you want and have reasonable expectations as to how much you can afford, how much it will cost, and how much time it will take to implement, it's time to come up with a game plan. "Build a core team to manage change, and provide for ongoing training, help-desk support, and continued application management," Benton says. "Implement new processes and procedures with winning incentives to discard lagging or departmentally owned activities."
4. **Establish the components necessary to build the solution**--Benton said this is the step where you will have to make some hard decisions. Now is the time to consider what can be streamlined and simplified. It's also a good time to look to the future. "It is important to choose a system with partners who can scale their product to your company and adapt to meet subtle shifts in strategic direction and economic/political conditions without compromising the integrity of the overall IT strategy," Benton said.
5. **Determine the total cost of ownership (TCO)**--Benton says you need to "calculate the TCO of the system and implementation over at least a three-year period." Doing so should allow you to decide whether or not you should outsource or keep it in-house.
6. **Forecast spending and establish project justification and ROI**--Benton says this step is critical in achieving ROI and your ultimate satisfaction with your desired software solution. "Returning to the business objectives established as the motivation for undertaking a major IT project as an organization, this step takes the quantitative TCO, the qualitative process, and the expected business gains to build a model illustrating payback of the overall investment," he says.

Once you've checked off each item on the list, you should have a clear picture of your business needs. The next step is simple enough: select the desired solution and press the button. Presto! You should have a solution perfectly aligned with your needs that will ease your IT burden and virtually run itself. The technology is available; it's up to you to discover it.



VENDOR NEWS

Comdata Enters Into Agreement With Discover Financial Services



[Comdata](#) has entered into a merchant acquiring agreement with [Discover Financial Services](#). Comdata Processing Systems' integrated processing solutions for its merchants will now include Discover Network card transactions.

"The addition of the Discover Network to our suite of payment processing solutions will heighten Comdata's position in the marketplace as a leading full-service issuer and processor of payment cards, including point-of-sale transactions," said Rod Katzfey, Comdata Senior Vice President and General Manager.

ADP Raises the Bar With Fully Automated Sales Tax Solution



[ADP Employer Services](#), recently released ADP Outsourced Sales Tax Service. This service automates the entire sales function, from calculation of sales and use taxes and completion of forms to the transfer of funds to state and local governments.

With this new offering, ADP performs end-to-end automation of the sales tax compliance process, reducing exposure to tax liability and compliance costs. The solution operates as follows: tax calculation is done through one of ADP's tax systems, data from the calculation system is automatically placed on government-approved tax forms, and custody of tax funds is transmitted to ADP for secure remittance. The ADP Outsourced Sales Tax Service includes a defensible audit trail, up-to-date compliance with tax rule changes, automatic tax filing, and automated clearing house payments.

Paychex Introduces FSA Debit Card



[Paychex](#) has launched a new debit card that offers clients' employees access to their flexible spending account (FSA) funds. The Paychex FSA Debit Card is designed to be a cost-saving tool for employers and employees. Employees enrolled in a Paychex FSA plan can use the debit card to pay for prescriptions, co-pays, dependent care, and other FSA-eligible expenses.

The Paychex FSA Debit Card complies with the latest IRS regulations, which now stipulate the cards can be used at grocery and discount stores, wholesales clubs, and mail and web-based vendors with an inventory information approval system (IIAS) installed. An IIAS means lower risk for employers because an employee can't accidentally use the card for something that is not FSA-eligible. It offers greater convenience for employees who make their purchase at one of these locations because it means they never have to submit a receipt.

Accenture Launches Innovation Centre for Oracle in Europe



[Accenture](#) has opened an Innovation Centre at [Oracle's](#) U.K. headquarters in Reading to accelerate the development, delivery, and commercialization of innovative business solutions based on Oracle technology.

The Accenture Innovation Centre for Oracle will be a European hub for joint business development, producing, and developing Oracle applications and technology initiatives and offerings to help creatively solve business issues facing joint customers. The new Innovation Centre provides joint support for Accenture-Oracle client projects across Europe, helping to ensure they get the highest level of support from

initial stages through to implementation.

"The new Accenture European Innovation Centre for Oracle, which builds on the long-standing relationship between our two companies, is an important step forward in our ongoing efforts to help clients derive maximum business value from their investments in Oracle technologies," said David Burns, head of Accenture's Oracle practice in Europe.

BUYER'S GUIDES

Use these handy Adobe files to find the tools you need to accomplish your payroll goals. To access these Buyer's Guides, simply download the appropriate .pdf file to your computer and open it. Featured this month are:

[The 2008 Application Service Providers Buyer's Guide](#) **[The 2008 Software Solutions Buyer's Guide](#)**

These other Buyer's Guides are also available:

- [2008 Self-Service Solutions](#)
- [2008 Time & Attendance Systems](#)
- [2007 Tax Filing Solutions & Outsourcing](#)
- [2007 Self-Service Solutions](#)
- [2007 Biometric & Other Time and Attendance Technologies](#)
- [2007 Unemployment Insurance Administration Solutions](#)
- [2007 Payroll & HR Consulting Services](#)
- [2007 Payroll Outsourcing](#)
- [2007 Paycard Providers](#)
- [2007 ePayroll Providers](#)
- [2007 Forms, e-Forms & Check-Printing Solutions](#)
- [2007 Benefits Administration Outsourcing](#)
- [2007 Workforce/Labor Management](#)
- [2007 Tax Filing Software & Services](#)
- [2006 HR Services](#)
- [2006 Enterprise Resource Planning](#)
- [2006 Wellness Service Providers](#)
- [2006 Information Security](#)

All Buyer's Guides can be downloaded.

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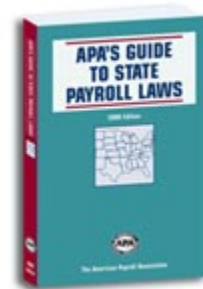
PAYROLL RESOURCES

Conquer State Payroll Laws

If you pay employees in more than one state, you need [APA's Guide to State Payroll Laws](#). This comprehensive reference text contains information on the payroll-related laws and regulations in all 50 states, plus the District of Columbia and Puerto Rico.

APA's Guide to State Payroll Laws presents information in easy-to-read tables. Citations to state laws and regulations are included to facilitate further research.

You can also order this special [State Tax Combo](#), which includes **APA's Guide to State Payroll Laws** and a year's subscription to [PayState Update](#), the only biweekly newsletter dedicated exclusively to state and local payroll compliance news and issues. Save yourself some money with this great combo!

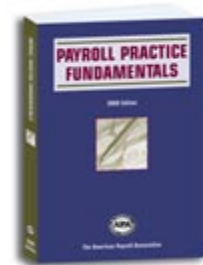


A Great Resource for New Payroll Professionals

Payroll Practice Fundamentals is ideal for those new to the payroll profession. Each chapter focuses on a specific aspect of payroll administration and includes review questions and quizzes. Each chapter reflects the latest payroll compliance changes.

The entire text covers the content outline for the Fundamental Payroll Certification exam and includes a practice exam.

Payroll Practice Fundamentals is now available as a [soft-cover book](#) or as an [eBook](#). Choose whichever medium is best for you. You can purchase the eBook in its complete form or in individual chapters, if you only want a specific topic.



Answers to March PAYTECH'S Crossword Puzzle

Did you try your luck with the Crossword Puzzle in the March issue of PAYTECH? If you were stumped by a few of the clues, [look here for the answers](#). But ONLY look if you are truly ready to fess up to defeat!

Look for the next Crossword Puzzle in your May issue of **PAYTECH**.



NEW MEMBERS

APA Welcomes 310 New Members

Use this handy Adobe .pdf file to find new members in your area.

To use this [new member list](#): Download the file to your computer and open the file. You should see a listing of states and Canada in the left-hand frame (the "Bookmarks" window). Simply click on the state you want and you will go to the proper page. If you do not see the Bookmarks window, click F5. This list can be printed on any printer.

To contact new members on this list: Use the APA's searchable online membership directory (for use by APA members only). The directory is really easy to use. Just log in to the Member's Only page by using the login at the right. After you log in, click on Member Directory and you will be transported to the Member Search page.