



Welcome to the July 2008 PAYTECHonline

TOP STORY



APA Victorious in Educational Institutions Pay Plan

APA recently won a very important victory in Congress that allows educational institutions to continue to give their employees a choice of pay schedule, without requiring that their salary be considered nonqualified deferred compensation (NQDC). Find out more about how APA is working on your behalf and how you can make a difference.

[MORE>>](#)

FEATURE

New Subcommittees Focus on Public Sector, Retail Payrolls



Marcia Aamodt and Ron Moser,
CPP

APA members have formed the Public Sector Best Practices subcommittee and the Retail Best Practices subcommittee of the Strategic Payroll Leadership Task Force (SPLTF). Learn how you can get involved and which of your fellow APA members are leading the charge. [MORE>>](#)

CHAPTER NETWORK

New Chapters Abound at APA

APA is growing by leaps and bounds. Meet the two newest chapters to join APA - the Southern California Governmental Chapter and the Triad Chapter of the APA. [MORE>>](#)

PAYROLL RESOURCES

Is Your Company's Compliance a Toss-Up?

Paying your employees without APA's most recognized reference texts by your side is a gamble. What do you stand to lose? Don't risk it. Tricky situations arise when dealing with garnishments, global payroll, as well as day-to-day responsibilities, so let the experts guide you. Plus, get the answers to July PAYTECH'S crossword puzzle. [MORE>>](#)

CHAPTER NETWORK

Congress Speaker Available for Statewides



Sally-Jo Waterfall, CPP
President, New York
State Capital Region
Chapter

Learn how you can hire 2008 Congress speaker Patrick Henry for your next statewide meeting and get inspired this month when you read a Certification Success Story shared by APA member Mary Gurgol, CPP. [MORE>>](#)

FEATURE

The 'Here and Now' of Outsourcing

Like many other companies, your organization is looking to save money and satisfy customers. One way to accomplish this is through outsourcing. Learn what practices other companies are employing, and how they are increasing productivity while decreasing spending. [MORE>>](#)

BUYER'S GUIDES

The 2008 Outsourcing Options Buyer's Guide

This month's guide is the 2008 Outsourcing Options Buyer's Guide. And that's not all. You can also find an extensive list of 2007 Buyer's Guides. [MORE>>](#)

PAYROLL EVENTS

Best Practices Conference Only a Month Away



2007 Prism Award
Winners

The annual Best Practices Conference is scheduled for August 13-15 in National Harbor, Md. The event provides an opportunity to network with some of the industry's top performers, as well as past and present Prism Award winners.

[MORE>>](#)

VENDOR NEWS

Asure Software Announces Addition of iClock Advanced

Asure Software announces the addition of iClock Advanced; Galaxy Technologies releases 9th generation of Time & Attendance Solution; Accu-Time announces release of Color Touch Version OPTIMUS; CyberShift, TRX partner to deliver Expense and Travel Management. [MORE>>](#)

NEW MEMBER LIST

APA Welcomes 326 New Members!

Our online, searchable-by-state listing is very handy. Use it to contact payroll people in your area, including 326 new payroll peers. [MORE>>](#)

WEBSITE NEWS

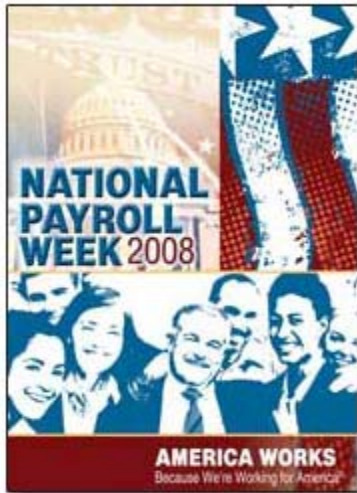
NPW Receives Kudos From IRS



The summer 2008 edition of the *SSA/IRS Reporter* features an article on APA's National Payroll Week website, including the site's efforts to help payroll professionals become more environmental--or "go green"--in their professional lives. [MORE>>](#)

WEBSITE NEWS

'Go Green With Your Green' Promoted in *SSA/IRS Reporter*



The IRS and SSA must think highly of APA's [National Payroll Week](#). After all, it is being promoted in the Summer 2008 edition of the [SSA/IRS Reporter](#).

As the article says, NPW ". . . celebrates the hard work of America's 156 million wage earners, the payroll professionals who pay them, and the organizations for which we all work." The article also encourages readers to go to the [NPW website](#) to learn more about the environmentally friendly ways to get your pay, as well as proposals by presidential candidates to bolster the economy.

Of course, one of the best reasons to go to the NPW website is to [complete the short survey](#) and be entered in the drawing for a free paycheck and a free trip for two to Las Vegas!

Fun Facts About the Fourth of July



We all know that July 4--our great nation's Independence Day--is a chance to celebrate America while rejoicing with family and friends and chowing down on some tasty barbecue . . . not to mention taking a day off from work. But there are other, lesser-known, facts about and relating to Independence Day.

For instance, did you know that 31 cities nationwide feature the word "liberty" in their names, and that four of those cities reside in Iowa? Or maybe you wanted to know how many cities in the U.S. feature the word "America" (hint: the answer is five). Other factual nuggets relating to Independence Day, including the most popular food items at Fourth of July barbecues (potato salad and potato chips) are available at the U.S. Census' "[Facts for Features](#)" website.

'OnGuard': Tips for Protecting Your Personal Info



In today's technology age--where "web-based" is a common term and seemingly everything is available via the Internet--crimes like Internet fraud and identity theft are at an all-time high.

Fortunately [OnGuard Online](#) "provides practical tips

from the federal government and the technology industry" to help you be on guard against Internet fraud, secure your computer, and protect your personal information.

The site provides detailed analysis on various types of computer scams, and even offers free e-mail alerts from the U.S. Department of Homeland Security's Computer Emergency Readiness Team.

'Gear' Up for National Payroll Week

NPW Pens Available Right Now for Half Price



NPW pens now 50% off!

The time is almost upon us. That's right--[National Payroll Week](#) is less than two months away! And while the weeklong celebration of payroll--slated for September 1-5, 2008--is cause enough for excitement, just think how much more exciting the week will be if you're decked out in official NPW gear. All of the hottest NPW gear is available at the [National Payroll Week Store](#).

Among the many awesome items for sale this year are polos, posters, tote bags, and a collectible teddy bear. Plus, pick up an NPW pen at half price! That's right; NPW pens are available for just \$.99 while supplies last.

So check out the [NPW Store](#) to get yourself ready for the big week. After all, NPW is less than two months away!

Preserve Those Congress

Memories Via Congress Pictorial



Although APA's [26th Annual Congress](#) is in our rear-view mirror, and some may have even turned their focus to next year's Congress in Long Beach, Calif., why not relive some of the memories from this year's Congress in Austin, Texas with the web-based [Congress pictorial](#)?

And if you really want to preserve the 2008 Congress, prints of some of the photos taken at this year's event, as well as merchandise, are available for purchase [right here](#).

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](#)

PAYROLL EVENTS

U.S. Workforce Demands Compliance



What does the current state of the economy have to do with the way you organize your garnishments? Well, as your employees pinch pennies to stay in the black, you'll answer more phone calls, e-mails, and questions than ever before. "How long will my garnishments be in effect?" "Can't you make an exception since my living expenses have gone up?"

Those are but a couple of the many inquiries you can expect. After all, 15% of the American workforce is subject to child support withholding. These extra consultations only make it harder for you to get the answers to *your* questions as you strive to keep up-to-date on regulatory changes.

APA's one-day garnishment class allows you to implement cost-saving information into your routine the very next day. It's not too late to register for a class coming to a city near you this August. Register now for the [Garnishments Forum](#) to learn about the limits on creditor garnishments and the effect of the upcoming minimum wage increase, as well as rules on federal tax levies, child support withholding orders, and student loan garnishments.

Can't make it to the class? View the [Garnishments Forum Webcast](#) for an overview of the most important garnishment compliance laws. You can order each of the three segments individually or purchase the entire program!

Don't handle garnishments in fear of being penalized. Register today for the [Garnishments Forum](#).

Join the Elite of Payroll

If you had the country's most successful payroll executive to yourself for a day, what would you ask? Would you ask what propelled their payroll organization from simply being successful to being an industry pacesetter? Opportunity is knocking, but it won't wait.

Top-performing payroll leaders will gather in National Harbor, Md., August 13-15, at the exclusive [Best Practices Conference](#) to discuss developments in global business, technology, and managing resources.



Past participants include professionals from top-performing companies like Starbucks, H.J. Heinz Company, and Procter & Gamble. Join them at this year's most anticipated event. The conference provides a prime opportunity to network with past and present Prism Award winners, as well as key players in payroll, accounts payable, accounting, and human resources. Gain insight and information that could put you on the cusp of industry changes at this selective conference.

You also have the opportunity to participate in reviews of the [2007 Payroll Best Practices Benchmarking Study](#) and witness keynote speakers who will inspire you to achieve new levels of leadership. Visit

the [Best Practices site](#) for more information.

Compliance or Bust: Canadian Payroll Training



Large and small companies alike find themselves paying individuals across borders. Even if you outsource, you're still responsible for staying in cross-border compliance. Find out what your responsibilities are at [Payroll 250: Payroll Administration in Canada](#), scheduled for August 11-15, at the [San Antonio Learning Center](#). This comprehensive class gives you hands-on training in managing Canadian payrolls. Here you will learn how to follow employment standards legislation, manage allowances and taxable benefits, and complete year-end reporting requirements.

All attendees at the San Antonio Learning Center enjoy state-of-the-art technology in an elegant, comfortable setting. This is the premier place to network with others who deal with Canadian payrolls and get your cross-border payroll under control. If you are unsure of Canada's unique rules and requirements, you risk withholding incorrectly and miscalculating employment taxes. [Payroll 250: Payroll Administration in Canada](#) teaches you what to consider before crossing this border.

Get face-to-face interaction with instructor Jack Eastwood, former Chairman of the Canadian Payroll Association's Board of Governors, while you expand your cross-border payroll knowledge. Can't make it to the San Antonio Learning Center? [Payroll 250: Payroll Administration in Canada](#) is also offered in Las Vegas from October 6-10.

So get on track with [Payroll 250: Payroll Administration in Canada](#), and take Canadian payroll compliance to a new level.

APA Education Calendar of Upcoming Events

Payroll Learning Center Courses

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

[Payroll 201: The Payroll Administration Course](#)

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

[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](#)

Specialty Seminars

[Mergers & Acquisitions Forum](#)

[Garnishments Forum](#)

[Local Income Tax Compliance](#)

[Audio Seminar Series](#)

[Archived Audio Seminar Series](#)

Conferences

[Best Practices Conference](#)

[Educational Institutions Payroll Conference](#)

[APA Course and Seminar Listings](#) -- find a class near you, information on all APA courses

[APA Compliance and Education Calendar](#) --dates, locations, and compliance info

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 Outsourcing Options Buyer's Guide](#)

These other Buyer's Guides are also available:

- [2008 Paycard Providers](#)
- [2008 Workforce Management](#)
- [2008 ePayroll Providers](#)
- [2008 Unemployment Insurance Administration Solutions](#)
- [2008 Application Service Providers](#)
- [2008 Software Solutions](#)
- [2008 Self-Service Solutions](#)
- [2008 Time & Attendance Systems](#)
- [2007 Tax Filing Solutions & Outsourcing](#)
- [2007 Biometric & Other Time and Attendance Technologies](#)
- [2007 Payroll & HR Consulting Services](#)
- [2007 Forms, e-Forms & Check-Printing Solutions](#)
- [2007 Benefits Administration Outsourcing](#)
- [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. Use these handy Adobe files to find the tools you need to accomplish your payroll goals. To use these Buyer's Guides, download the appropriate .pdf file to your computer, and open the file

NEW MEMBERS

APA Welcomes 326 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.

CHAPTER NETWORK

Announcing APA's Two Newest Chapters

By Susan S. Garcia

APA is proud to announce its 146th and 147th local chapters: the **Southern California Governmental Chapter** and the **Triad Chapter of the APA!**

While at APA's 26th Annual Congress in Austin, Texas, Yumeka Seabrooks attended APA's Chapter Exchange session to learn how to start a new chapter. Through the networking segment of the session, she was able to glean the information she needed. The Monday after Congress, Seabrooks and her colleagues sent out letters of interest and a new chapter survey to payroll professionals in their community.

This group of payroll professionals from Riverside, Calif. quickly submitted their affiliation application and became

APA's 146th chapter.

"Our desire for starting this chapter is to extend the information we have gained through APA to our governmental colleagues in counties, cities, and other local municipalities in the southern California area," Seabrooks said.



APA is pleased to announce the addition of its 146th chapter, the Southern California Governmental Chapter. The chapter hails from Riverside, Calif., and includes (l-r): Letitia Graves, CPP, Vice President; Yumeka Seabrooks, FPC, President; Norma Valle, Government Liaison Officer; Chelika Howard, FPC, Secretary; Sherry Dibble, FPC, National Payroll Week Manager; Linda Williams, FPC, Treasurer.

Please welcome the Southern California Governmental Chapter!

* Chapter President [Yumeka Seabrooks](#), FPC, County of Riverside, 951-955-2050

* Chapter Secretary [Chelika Howard](#), FPC, County of Riverside, 951-955-2050

* Chapter Treasurer [Linda Williams](#), County of Riverside, 951 -955-2050

Located in Greensboro, N.C., APA's 147th Chapter is already on the road to success. Sharon Fleming, CPP, thoroughly researched what she and her colleagues needed to do to get a new chapter up and running.

After sending out 98 query letters to area payroll departments, they received 47 responses of interest back. Still acting cautiously, Fleming asked Chapter Relations, "Do you think this is enough to have a successful chapter?"

With help from their neighboring Charlotte Chapter President Tim Cochran, CPP, they held their first start-up

meeting and submitted their affiliation application.



Meet APA's 147th Chapter, the Triad Chapter of the APA! This chapter hails from Greensboro, N.C., and includes (l-r): Sharon Fleming, CPP, President; Karen Doud, CPP, Treasurer; Denise Pazda, CPP, Director of Education; Elaine Weaver, Director of Government Relations.

Please welcome the Triad Chapter of the APA!

* Chapter President [Sharon Fleming](#), CPP, Kayser-Roth Corporation, 336-547-4733

* Chapter Secretary [Janet Pate](#), Steven D. Bell & Co., 336-232-1965

* Chapter Treasurer [Karen Doud](#), CPP, TK Holdings Inc., 336-547-1351

Congress Speaker Available

for Chapter Statewide Conferences



Patrick Henry

If you were at APA's 26th Annual Congress in Austin, Texas, this year, you heard award-winning singer, songwriter, and motivational humorist/speaker, [Patrick Henry](#). If you were unable to attend, the good news is [Patrick Henry](#) will come to you!

For 10 years, Patrick was a professional songwriter and musician in Nashville, Tenn. Patrick travels the country speaking to corporations and associations, not only entertaining with original songs and hilarious stories, but teaching how to "keep a team in tune . . . and have customers, employees, and employers singing your praises."

If you are planning a statewide or regional meeting and looking for a fun, entertaining, and enlightening program, please contact [Patrick](#) to discuss your event. Patrick enjoyed being a part of APA's national conference so much that he can't wait to be a part of yours.

Chapter President Profile: Sally-Jo Waterfall, CPP



Sally-Jo Waterfall, CPP

By Judith Aquino

Ask President Sally-Jo Waterfall, CPP, what makes her proud of the [New York State Capital Region Chapter](#) and she'll be happy to describe her chapter's dedicated members.

"We have a great board and our members are very enthusiastic about our programs," she said.

Sally-Jo became involved with the chapter by helping plan the New York Statewide Payroll Conference in 2005 and 2006 as the Co-Chairperson of the Vendor Committee. She also participated in the [National Payroll Week Money Matters National Education Day](#) program. When the position for president opened up, Sally-Jo's friends knew she would be great at the job and encouraged her to take it.

"Having their support really helped," she said.

Once she became president, Sally-Jo wasted no time in making improvements to the chapter. One of her goals is to attract more members.

With the help of a fellow member, she hired a consultant who offered ideas such as implementing a new vision statement to better express the chapter's goals.

Sally-Jo said her chapter is also looking forward to launching many new action plans in the coming months.

Another area that Sally-Jo seeks to improve is the chapter meetings.

"We try to find ways to make the meetings more interesting and not just a straight lecture," she said. "The board came up with the idea of placing a 'Hot Topic' on each table. This acts as an ice-breaker and often leads to lively discussions. It really helped make the meetings more interactive and improved communication."

When she is not busy leading her chapter or working as a Payroll Coordinator at Northeast Health, Sally-Jo tries to spend as much time as she can outdoors. She also enjoys reading and has started a book club in her neighborhood.

My Certification Success Story

By Mary Gurgol, CPP



Mary Gurgol, CPP

After several years contemplating taking the [CPP exam](#), I received feedback from fellow chapter members LaVerne Lynsky, CPP, and Julie Krute, CPP, about their certification experiences that helped me decide to bite the bullet. In 2002, I signed up for the CPP study group offered by the [Greater Cleveland Chapter APA](#).

My desire to take the CPP test was two-fold: I hoped to acquire as much knowledge as possible to become an expert in my field (which would enable me to perform my job to the best of my ability), plus, I wanted to be recognized among my peers as a Certified Payroll Professional.

The reason for my lack of self confidence in this area was because I worked for a small company and feared I did not have enough experience in many of the subject areas in which I would be tested. However, the facilitators of the class, Tina Peery Gholson, CPP, and Paul Priebe, CPP, encouraged me and assured me there was no reason to worry. Since I was basically a one-person payroll department, Tina and Paul suggested I may even have had exposure to more payroll subject areas than many other payroll professionals. My teachers, Tina, Paul, and especially Renee DeLoach, CPP, reassured me that I could pass the test, as long as I studied consistently and kept up with the class work. To this day I can remember Renee urging us to study an hour a night and to do our homework!

I used the tips given during class and made hundreds of flash cards to study frequently. I outlined chapters from [The Payroll Source®](#) and formed a study group with two other women, Pauline Wills and Denise Smith, both of ADP, and both from my CPP class. We met a few times at the local library and quizzed each other with questions from the [PayTrain®](#) program and our textbooks.

In preparation for the CPP exam, my study buddies and I reviewed our notes nightly. On test day, I was set up in a dark little cubbyhole and wondered how I would get through the test. Then I remembered what my payroll friends had told me about being prepared and just doing my best, and I settled in to "test mode" for the next four hours. When time was up, I couldn't wait to leave that room! I escaped the office for a few minutes while the proctor graded my test. When I returned, I learned my efforts had been rewarded--I had passed the exam! The proctor also informed me that not only had I passed, I had scored well above the grades that she normally observed. I was thrilled, but exhausted.

I remember calling my husband to let him know I had passed and then shaking through my drive all the way home. My study buddies and I were all thrilled to learn we had each passed the CPP exam.

I now share my story, study techniques, positive thinking, and my successful outcome with fellow chapter members and the CPP study group students I teach. I believe that as a result of earning my CPP designation, I have received more recognition, a prestigious job title, and an increase in compensation. But best of all, when employees come to me with questions, I can honestly say that I feel like I know what I'm talking about!

Mary Gurgol, CPP, is the Payroll Manager at ARISE Incorporated and also serves as APA's Greater Cleveland Chapter's President.

Free Study Group Audio Seminar

Attend a free CPP/FPC study group audio seminar Thursday, August 28, and learn how to run a successful CPP/FPC Chapter Study Group. Look for more information in next month's PAYTECHonline.

Washington Metropolitan Area Chapter's 'Golden Raffle'

By Derilene McCloud



The Washington Metropolitan Area Chapter of APA presented a check to three local charities in April as part of "Make a Difference Day." Pictured (l-r): Tricia Tumarkin, CPP, Chapter President; Areesah Mobley, Development Coordinator for Martha's Table; Kathleen Kelmelis, Programs Manager for Fairfax County Women's Shelter; Carrie Louise Hovell, CPP, Chapter President Elect; Margaret Bacon, CPP, Chapter Chair, Community Relations.

On April 10, 2008, the [Washington Metropolitan Area Chapter of the American Payroll Association \(WMA-APA\)](#) had its own "Make a Difference Day" by providing a check to three local charities: [Chesapeake Bay Foundation-Save the Bay](#) (Maryland Charity), [Fairfax County Women's Shelter](#) (Virginia Charity), and [Martha's Table](#) (Washington, D.C. Charity).

For those of you who are not familiar with "Make a Difference Day," it is the largest national day of helping others, and it is sponsored by USA WEEKEND Magazine. "Make a Difference Day" is held annually on October 27 in partnership with the [Points of Light Foundation](#) and Paul Newman and the [Newman's Own Foundation](#).

The WMAC-APA Chapter is comprised of payroll professionals from Maryland, Virginia, and Washington, D.C. The chapter wanted to represent all the communities that make up our membership, and the members also wanted to make an individual and collective difference in their communities.

On an individual level, members were asked to select a charity of their choice. Based on their selections, a list was developed. From that list, members voted for the charity they would like to support in each area. Once the voting was complete, efforts to raise the funds began.

Carrie Louise Hovell, CPP, President-Elect and Vendor Relations Chair of the WMAC-APA, spearheaded the effort along with Margaret Bacon, CPP, Chair of Community Relations for the chapter. Seeing these two women in action might make you wonder why they aren't raising funds for the entire Mid-Atlantic region. Their fundraising skills are awesome! Charitable dollars were raised from raffling off donated items received from companies and individuals.

This was no ordinary raffle--it was the "Golden Raffle" because donors were presented with a golden opportunity to assist people less fortunate than they. You have to admit, it's a very nice hook.

The raffle took place at every WMAC-APA meeting. Raffle tickets were \$1 each. However, Carrie and Margaret, the sultans of persuasion, would convince you to buy \$20 worth of tickets! It was through the raffles that they raised \$1,764 for local charities, which the WMAC-APA matched for a total of \$3,528. Three organizations walked away with a check for \$1,176 this year!

Every year Carrie and Margaret pull this off and receive a standing ovation from the membership. But the two women have found their accomplishments are made even more worthwhile when they are able to hand over large checks to the charities they help support.

"Helping others in need is such an important part of my life and it's also part of the American way," Carrie said. "I just love being able to help people and watching the expression on their faces when you give them a check. The experience is priceless."

Derilene McCloud is the Mid-Atlantic Region Business Development Manager for PayTech, Inc. PayTech, Inc. is a national payroll and human resources consulting firm. She is also Chapter Relations Chair for the Washington Metropolitan Area Chapter.

Attention Chapter Officers



Register now for the [October Chapter Leadership Seminar](#). Join us in San Antonio, October 3-4, and prepare yourself for chapter success!

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](#).

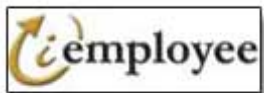
To add your statewide or regional meeting to the list above please use the [Statewide Meeting Registration Form](#).

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.

VENDOR NEWS

Asure Software Announces Addition of iClock Advanced



[Asure Software](#) has announced the release of the new iClock Advanced web-based punch clock interface to its [iEmployee Time & Attendance product](#). iClock Advanced adds improved capability and greater flexibility, which makes it easier for users to manage time punches according to assigned work schedules.

These increased capabilities include using grace periods to determine what is considered "on time," rounding to a scheduled punch within a grace period, establishing thresholds to determine when an employee is considered early or late, and establishing company-wide scheduling defaults.

Visit <http://www.iemployee.com> to learn more.

Galaxy Technologies Releases 9th Generation of Time & Attendance Solution



[Galaxy Technologies](#) announced the release of TimeStar Enterprise Version 4.01, the ninth generation product release since introducing the flagship solution in 2002.

With TimeStar Enterprise v. 4.01, the reporting engine is based on an integrated personalization system; each user can simply and quickly define unlimited templates, analyze, and report on TimeStar's labor data. Report templates may be centrally published to unique role groups like executives, payroll managers, or supervisors.

"The TimeStar reporting engine was built from day one on the principles of making each stock Crystal Report as dynamic and flexible as possible," Galaxy Product Manager Matt Peterson said.

Visit <http://www.galaxy-inc.com> to learn more.

Accu-Time Announces Release of Color Touch Version OPTIMUS



[Accu-Time Systems, Inc. \(ATS\)](#) has announced the release of the [Color Touch OPTIMUS](#), part of its Global Series product line representing the next generation in Human Capital Management (HCM) solutions.

Accu-Time Systems' [Online Personal Time Information Management Utility Station \(OPTIMUS\)](#) has quickly become the standard for employee self-service stations.

"The OPTIMUS is a single, integrated unit that eliminates the need for expensive, redundant systems, and allows executive management the ability to take full advantage of the comprehensive data and knowledge gained through a multi-faceted, integrated system," said Peter DiMaria, founder and CEO of ATS.

Visit <http://www.accu-time.com> to learn more.

CyberShift, TRX Partner to Deliver Expense and Travel Management



[CyberShift](#) has announced a partnership with [TRX](#), a global technology company that develops and hosts software applications to process data records and automate manual processes.

Under the terms of the agreement, [CyberShift](#) will offer its automated expense management solution, [Necho Expense](#), with TRX's corporate travel booking application, [RESX](#).

With the combined capabilities of [Necho Expense](#) and [RESX](#), administrators in accounts payable, finance, procurement, travel, and other key departments can access detailed reports and analytics. These include variance reports, total spend booked but not expensed, total spend expensed but not booked, and matched transactions.

"CyberShift's partnership with TRX enables our joint customers to proactively manage these two areas in a highly flexible, open platform," said Robert Farina, CEO of CyberShift.

Visit <http://www.cybershift.com> to learn more.

PAYROLL RESOURCES

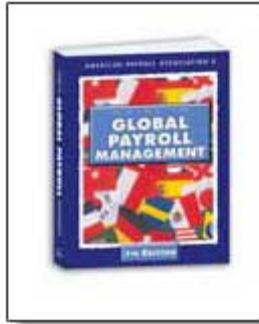
Garnishments Got You Down?

Confidence--it's difficult to maintain when faced with constant exceptions to garnishment rules. Without a reliable reference tool, you risk using outdated information, misunderstanding state and federal rules, and making a potentially costly mistake. [APA's Guide to Federal and State Garnishment Laws](#) guides you through federal and state tax levies, child support withholding orders, creditor garnishments, and bankruptcy orders.

Inside you'll find the most current information on child support withholding orders and more, as well as easy-to-read charts and tables that allow for quick reference. Browse the [table of contents](#) for a full list of topics covered. Save \$10 when you choose the [e-Book](#). This downloadable PDF is ideal if you plan to use APA's Guide to Federal and State Garnishment Laws on your computer!

Take on garnishment compliance from every angle! Check out [Payroll Events](#) for courses and webinars to help your organization achieve garnishments compliance.

Global Payroll Under Control



Where do you look when you need to find payroll tax information for France and income tax treaties for Estonia--in the same source? If you are responsible for managing and administering payrolls across international borders, there's no time to waste hunting for information from obscure and outdated sources. APA's [Guide to Global Payroll Management](#) details international benefits, wages and tax withholding information, reporting requirements, and essential IRS forms and tables. Don't waste another minute on fruitless Internet searches!

Payroll challenges intensify once international requirements are factored in. You may find yourself pondering U.S. immigration law and visa requirements, or seeking out where you can research global payroll online. The [Guide to Global Payroll Management](#) consolidates the most essential data into one text, including summaries of current U.S. tax treaties and totalization agreements that will save you time and costly penalties.

For those dealing specifically with Canada, a basic understanding of key concepts and unique requirements is imperative. [Payroll 250: Payroll Administration in Canada](#) presents a hands-on training opportunity for dodging noncompliance fees and managing cross-border operations. [Register](#) today and invest in international payroll success! See [Payroll Events](#) for more information.

APA Offers Quite a 'Combo'



Would you like to pay five cents for APA's Federal Payroll Tax Laws & Regulations? Well, that's precisely what you'll pay when you buy The Payroll Source® and APA's Federal Payroll Non-Tax Laws & Regulations as part of APA's [Super Book Combo](#).

[The Payroll Source®](#) is the only payroll compliance lifeline of its caliber available. When you need clear and concise explanations of federal and state wage-hour laws or taxable vs. nontaxable compensation, there's only one text you can trust. It also provides resources for managing a payroll department, practice tests for the [CPP exam](#), a glossary, and much more. View the [table of contents](#) for a closer look.

All three texts in the [Super Book Combo](#) are also available for individual purchase with discounted prices for APA members. Don't miss out on APA's unrivaled value!

Answers to July PAYTECH'S Crossword Puzzle

Did you try your luck with the Crossword Puzzle in the July 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 October issue of PAYTECH.

FEATURE STORY

New SPLTF Subcommittees Focus on Public Sector, Retail Industry

By Clint Hale

Payroll requires a variety of skills for different industries. Because of that, APA members have spearheaded the formation of two subcommittees under the umbrella of the Strategic Payroll Leadership Task Force (SPLTF)--the Public Sector Best Practices subcommittee and the Retail Best Practices subcommittee.



Ron Moser, CPP

The public sector subcommittee will be chaired by Ron Moser, CPP, Supervisor of Human Resources for Ken-Ton Schools. The retail subcommittee will be chaired by Marcia Aamodt, Director of Payroll for Abercrombie & Fitch. Charter volunteers are now being considered for the subcommittees; those interested in joining should contact [APA Director of Education and Training Jim Medlock](#) at or by phone at (210) 226-4600.

Both subcommittees came to fruition after Moser and Aamodt championed the special focus groups at this year's annual Congress. After stressing the need for their respective subcommittees, Moser and Aamodt are proud to see their ideas become real.

"It's a good idea to have a government sector subcommittee where we get individuals from the public together and brainstorm some things to help government sector employers and payroll professionals," says Moser, APA's 2007 Payroll Man of the Year.



Marcia Aamodt

"I really thought it would be great to get retailers together, because there is uniqueness within retail that we all experience," says Aamodt, APA's 2001 Payroll Woman of the Year.

Medlock said that interest from APA members was the driving force behind the formation of both subcommittees.

"We have individuals who have shown an interest in participating ... and I anticipate that both groups will develop materials that will be able to be a part of Best Practices conference workshops, as well as articles for PAYTECH and PAYTECHonline," Medlock says.

FEATURE STORY

Outsourcing for a 'Here and Now' World



Like anyone paying a large number of employees, you want the right employees at the right place at the right time. Labor-scheduling applications can help cut payroll costs and streamline customer service. To save even more, many companies have begun adopting workforce management solutions offered in the Software as a Service (SaaS) delivery model.

The reason for such movement is simple--the SaaS model allows businesses to adopt workforce management solutions at affordable costs and low overall ongoing total cost of ownership (TCO) . Joanna Kennedy details this trend in, "Intelligent Workforce Management: Application Outsource & Integration," in the [July issue of PAYTECH](#).

Kennedy references a perspective report from the Aberdeen Group, which states that having "the right people at the right place, at the right time" is one of the main challenges encountered by retailers.

This challenge, however, is more easily overcome via the SaaS model.

"With SaaS, businesses can cater to the 'here and now' environment, deploying solutions and staff faster and cheaper than ever before," Kennedy writes. "This is one of the many appeals of workforce management outsourcing."

Kennedy adds that while certain companies continue to use forecasting to avoid average or below-average service levels, one large American grocer approached that practice somewhat differently. The grocer learned it could achieve optimal service by "leveraging data across workforce management applications with integration."

That approach paid off, as this particular grocery chain netted savings of 10%, whereas other retailers experienced a 4% decrease in labor spending. The grocer also employed systems integration of its payroll, labor scheduling, and time and attendance solutions, thus increasing the effectiveness of its labor deployment.

"It's not just about cutting labor costs," Kennedy writes. "Although labor cost-cutting is desirable, maintaining high customer service levels by staffing stores sufficiently is how this grocer prevented its customer base from embracing competitors."

Kennedy even provides a "Workforce Application Outsourcing Checklist" in her article, which encourages the following implementation strategies:

1. Obtain executive sponsorship.
2. Accurately assess the stability of your solution provider.
3. Clarify expectations regarding service levels.
4. Educate your IT staff to reduce the probability of resistance.

And although integration does pose its share of risks, Kennedy says these risks are not unavoidable.

"The simplest way to mitigate these risks is to partner with an outsourcing vendor offering an entire workforce solution suite, inclusive of time and attendance, labor scheduling, and activity management solutions," she concludes. "This approach provides a number of benefits, including improving the user learning curve, reducing complexity in the upgrade process, and minimizing the risk of functional gaps and overlaps."

GOVERNMENT CORNER

Choice of Pay Plan at Educational Institutions Is NOT Nonqualified Deferred Compensation

APA victorious just in time for school year

By Scott Mezistrano, CPP



APA recently won a very important victory in Congress that allows educational institutions to continue to give their employees a choice of pay schedule, without that choice creating nonqualified deferred compensation (NQDC). By avoiding definition as NQDC, the employer avoids the burdens of creating plan documents and pay schedule election forms and collecting those forms by the first day of the school year. The employee also avoids the possibility of an extra 20% tax on his or her wages if all the complex rules that govern NQDC are not followed.

[Internal Revenue Service Notice 2008-62](#) describes a rule that the U.S. Treasury Department and the IRS plan to include in future regulations, but that employers may now rely on for the 2008-2009 school year.

Choice of Pay Plan

Many schools, colleges, and universities offer their employees a choice between being paid over the school year or a longer period (such as 10, 11, or 12 months). Many employees of educational institutions prefer to have their pay "stretched out" (also called "annualizing") to make it easier to meet their monthly expenses over the summer months and to have their deductions for employer benefit programs, such as health insurance, evenly spread out over the year.

Unfortunately, this choice of pay schedule got caught under the definitions in a law meant to address executive pay programs that defer compensation from one year to another, but that might evade taxation or take advantage of rank-and-file workers. Congress passed the law in the wake of the [Enron](#) and other [accounting scandals](#), and it has a stiff penalty (20% extra tax) if all of its rules aren't followed.

APA had been lobbying to get this practice, common among educational institutions, out from under the definition of deferred compensation, saying that the annualizing of teachers' pay was not what Congress was worried about when it wrote the law on NQDC.

Specifics of IRS Notice

Two conditions must be met in order for the annualizing of pay to be free from being considered NQDC:

*All wages for the year of service (which may begin before the first day of classes) must be paid by the last day of the 13th month following the beginning of the service period.

*The amount of wages that are deferred from one taxable year to the next taxable year (which is what IRS considers to happen when the wages are "stretched out") must not exceed the limit on employee contributions to Section 401(k), 403(b), and 457(b) plans for the calendar year in which the service period begins. For the 2008-2009 school year, you must reference the 2008 contribution limit, which is \$15,500.

With regard to the second condition, the notice explains how it calculates how much is deferred from one year to the next, and it gives the following examples:

*For a 10-month school year beginning on Aug. 1, the annualizing of annual salaries up to \$186,000 will satisfy this condition.

*For a 10-month school year beginning on Sept. 1, the annualizing of annual salaries up to \$232,500 will satisfy this condition.

Our limited discussions with some APA members at educational institutions have revealed that while some of them do pay employees annual salaries greater than the above amounts, those employees generally work throughout the year. So those employees never get a choice of pay schedule, and their pay wouldn't have been considered NQDC even in the absence of the IRS notice.

APA Lobbied for This Determination

When Congress originally passed the law that governs NQDC (American Jobs Creation Act of 2004), APA recognized that educational institutions could be snagged by it. Knowing that IRS had to fine-tune the rules gave us the perfect opportunity to lobby for an exemption.

APA was the only organization to address this issue in either written comments or oral testimony. Read our [testimony](#) and be sure to read the last two paragraphs on Page 4. The mention of March 15 in the final sentence is significant because, generally, amounts deferred from one year to the next but paid by the 15th day of the third month of the second year will avoid being defined as NQDC.

Just One of Many APA Victories on NQDC

After IRS issued regulations on NQDC in 2007, they were going to require educational institutions that offer a choice of pay plans to collect election forms from employees before the first day of service for the 2007-2008 school year. APA was working with IRS over the summer of 2007 on the details of this election process, but we were also stressing the limited time that remained for IRS and APA to inform employers, for employers to inform employees, and for employees to complete the election forms. So, IRS waived the election requirement for the 2007-2008 school year. See [IRS Information Release 2007-142](#).

Falling under the definition of NQDC brings some other responsibilities, such as special reporting of the deferred amounts on Form W-2 (Box 12, Code Y). Because the IRS has not yet issued specific reporting guidance, APA has won suspension of this requirement for tax years 2005, 2006, and 2007, but the requirement will be implemented at some point, and had we not won the exception from the definition

for educational institutions, this would have become a requirement for them as well. In addition, amounts deferred under a NQDC plan may be subject to social security and Medicare taxes even before they are paid.

ETAAC Recommends Mandatory e-File of Forms 941

***Read more about payroll
deliberations at IRS and the U.S.
Congress***



IRS's Electronic Tax Administration Advisory Committee (ETAAC) recommended to the IRS and Congress that employers that are required to electronically file Forms W-2 should be required to do the same with their Forms 941. Currently, employers that file 250 or more Forms W-2 are required to submit them electronically (ETAAC also recommended lowering that threshold), but no employers are required to e-file their 941s.

You can read more about this in the [July edition of Inside Washington](#).

APA's Government Relations team is monitoring and working on these issues to keep your administrative burden from growing or, better yet, to decrease it. This representation is one of the most valuable benefits of APA membership; APA's Government Relations team looks out for the best interests of APA's members and the payroll professional community.

Read more about how APA is acting on your behalf in Washington, D.C., and find out how you can get involved at APA's [Government Relations page](#).

Your Reply Is Needed: Can You Report Employer Health Care Expenses on Employees' Forms W-2?



By Scott Mezistrano, CPP

How feasible would it be for you to include on each employee's W-2 the amount your employer spent on that employee's health care? That's what the Senate Finance Committee is considering, to create more awareness among employees of health care expenses.

The committee's thinking is that if employees better understood how much health care benefits cost, they might be more judicious in their use of their benefits. The hope is that such information would inspire employees to go to preventive medical appointments, or tend to a medical issue earlier instead of waiting for it to progress and require an emergency room visit.

So let me know and write to me smezistrano@americanpayroll.org with your reaction to this proposal and the potential work-around idea. Please use "HC on W-2" as your subject line (HC = health care).

Issues and Challenges

APA met with a Finance Committee staff member and explained the following issues and challenges:

- * The W-2 is a wage and tax statement. Its purpose is to contain information that allows the employee (and the IRS) to determine his or her tax liability and allows the Social Security Administration to credit the taxpayer's account for future benefits.
- * For many employers, there is currently no storage of employer contributions to health care on an employee-detail-level basis. This would have to be created.
- * Such information may be stored in human resource systems, and complicated and costly interfaces may have to be designed to get it into payroll systems for inclusion on Forms W-2.

* The very definition of "employer health care costs" may vary from employer to employer (traditional insurance, self-insurance, stop-loss insurance, health reimbursement arrangements, etc.), and some may be very difficult to quantify on an employee-level.

The staffer replied that the employer must have some sort of valuation, in order to come up with the amount for COBRA premiums.

* Many employees on employer-paid COBRA would not otherwise be getting a W-2 from the employer for that year. A W-2 required to report only nontaxable COBRA payments would add the burdens of ensuring the ex-employee's address is current and storing returned W-2s for those former employees who do not update their address.

* There would be problems for some employers in getting a year's data in time for closing, printing, and delivering the W-2s by the January 31 deadline. In many cases, the insurance company bills the employer and it may take some time to perform reconciliations to get the data correctly attributed to each employee.

A Work-Around That Might Keep Payroll Out

APA and the Finance Committee staff member discussed a safe harbor for employers that would provide the information to employees via a separate "benefits statement," perhaps with a deadline of March 31. This would address the tight turnaround that would have been required for getting the data on the W-2. But, more importantly, if the information is stored outside the payroll system, the employer wouldn't have to create an interface to the payroll/W-2 system.

Please write to me! I really want to hear from you, and please include:

1. Any data on the costs of running this information through your payroll system so that it could print on the W-2. Let's assume that it could be reported via another code in box 12, so that the W-2 form would not need to be redesigned. However, an additional box 12 item would push some employees to a second W-2.
2. The number of W-2s you issue per year (to put the above costs into perspective).
3. Whether insurance billing and reconciliation issues would prevent the data from even being available by your W-2 closing deadline.
4. Your reaction to the above "safe harbor" idea.
5. Any other issues that could come up in implementing such a proposal.