Welcome to PAYTECHonline for October 2010

TOP STORY

Payroll Metrics Portal Offers Insight on Top Performers, Best Practices

APA and The Hackett Group have joined forces to offer world-class payroll performance metrics at the Payroll Metrics Portal. The free online microsite provides instant access to key payroll metrics, the latest trends and issues in payroll and workforce management, and much more.

IN THIS ISSUE

GOVERNMENT CORNER

OCSE Proposing Important Changes to IWO

The Office of Child Support Enforcement is proposing a number of changes to the standardized Income Withholding Order, all of which would benefit employers. Learn more about the numerous changes being proposed, and how they might impact your business.

GOVERNMENT CORNER

APA Helps Delay Health Care Coverage Reporting on Form W-2 Until 2012

On October 12, the Internal Revenue Service announced that reporting the cost of an employee's coverage under an employer-sponsored group health plan on Form W-2 will not be required for Forms W-2 issued for 2011. After receiving input from APA and other payroll stakeholders, IRS determined that the relief is needed to provide employers with more time to make any necessary changes.

FEATURE STORY

Make Global Year-End a Year-Round Priority

Year-End doesn't just stop in February or start in December. Rather, ensuring a successful year-end begins months in advance and runs until well after the year's books are closed. Learn more about how to establish a successful timeline for your global year-end preparations.

PAYROLL EVENTS

Maximize Paycard ROI With Free Webinar

APA and FSV have partnered to present a free webinar spotlighting the many ways employers can maximize their return on investment through payroll card programs. Learn how to register for this free webinar, scheduled for November 17 from 1-2 p.m. EST.

FEATURE STORY

Webinar Polling Gives You a Chance to Improve Payroll Training

APA is now using a polling feature to gain near-instant feedback from webinar participants. These polls provide valuable feedback, helping APA improve webinars across the board. Make your voice heard and tell us what you want from payroll webinars.

CHAPTER NETWORK

Board of Advisors Offer Guidance to Chapter Leaders

The eight members of APA's Board of Advisors (BOA) are spread out nationwide to offer guidance to chapter leaders in their respective regions. Find out which region your chapter is in, and gain more information -- including contact info -- for your particular BOA member.

PAYROLL RESOURCES

Share Vital Payroll Information Through Social Media

Each page of PAYTECHonline can now be shared and recommended to your colleagues. You can forward articles via social networking sites like Facebook and Twitter, or send an e-mail to a friend with a link to PAYTECHonline. Learn how you can pay it forward with payroll info.

FEATURE STORY

Manufacturing and Outsourcing Subcommittees Are Accepting Applications

A pair of subcommittees of the Strategic Payroll Leadership Task Force are accepting volunteers. The Outsourcing Practices Subcommittee and brand new Manufacturing Subcommittee are each seeking new members. Meet the new co-chairs of each subcommittee, and learn more about the work they'll be doing on your behalf.

VENDOR NEWS

iEmployee, Spectrum Human Resource Systems Team Up to Offer Cost-Effective HR Solution

Learn more about this new partnership. Plus, Legiant announces a partnership with Fulcrum Biometrics, CyberShift announces Expense Management Outsourced Services, and Journyx unveils a new version of Journyx Timesheet 8.0.

NEW MEMBERS

APA Welcomes 376 New Members

Our online, searchable-by-state listing is very handy. Use it to contact payroll people in your area, including 376 new payroll peers.

New Member
Merrilyn Hale

BUYER'S GUIDE

2010 Time & Attendance Time Capture Technologies Buyer's Guide

This month's guide is the 2010 Time & Attendance Time Capture Technologies Buyer's Guide. And that's not all. You can also find an extensive list of past Buyer's Guides.

PAYROLL EVENTS

Maximize Paycard ROI With Free Webinar

APA and FSV Payment Systems have partnered to present a free webinar, **Maximizing Paycard ROI -- How Employers and Employees Make the Most of Payroll Card Savings,** detailing ways organizations can quantify and maximize potential savings through employee paycard programs. That includes spotlighting programs that best fit an organization's needs, understanding the essential role electronic paystubs play in achieving maximum ROI, and learning how to achieve superior payroll card adoption rates with a paycard program that is compliant all across the United States.

This free webinar is scheduled for Wednesday, November 17 from 1-2 p.m. EST. Sign up for **Maximizing Paycard ROI -- How Employers and Employees Make the Most of Payroll Card Savings**,

Payroll 101 Offers First Step to Payroll Success

Payroll 101: Foundations of Payroll Certificate Program offers a crucial first step in payroll education. This interactive, computer-based classroom training -- available at APA's San Antonio Meeting Center November 8-12 -- covers the basic procedures, processes, and terminology defining the daily workload of the beginning payroll practitioner. This program provides a thorough overview of the laws and regulations that affect payroll. Practical experience is also gained through "hands-on" computer-based exercises that allow each participant to work through actual payroll forms and payroll calculations.

SSA/IRS Reporter Promotes APA's *Preparing for Year-End* Seminars and Webinars

By Scott Mezistrano, CPP

The IRS and SSA must think highly of our class, *Preparing for Year-End and 2011.* It appears in the fall 2010 edition of the *SSA/IRS Reporter*! As it says there, the one-day class "... provides updates on the latest changes in legislation and regulations that affect the close of 2010 and the beginning of 2011."

Recent legislation has created huge changes for payroll professionals, including:
*New reporting elements on Forms 941 and W-2 under the HIRE Act
*Reporting of employer-provided health care in 2011
*A new definition of "medical expense" for flexible spending arrangements and health savings accounts in 2011

Of course, the class will also cover the calendar of year-end tasks, fringe benefit taxation and reporting, and annually announced values (pension plan limits, mileage rates, etc.). The IRS and SSA even take an active role in the class. Most of the classes will include presentations by IRS and SSA, on topics such as the 6,000 comprehensive employment tax audits under **IRS's National Research Program** and using **SSA's free AccuWage software** to validate the formatting of your W-2 data before submitting it.

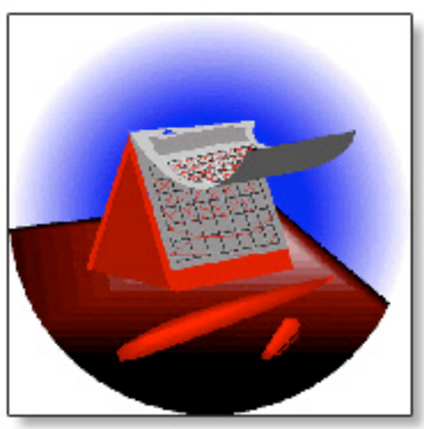
Preparing for Year-End and 2011 **will be taught at locations around the country** from mid-October through mid-November and will be offered as a series of **live and on-demand webinars**.

The promotion of our class appears on page 3 of the fall 2010 edition of the *SSA/IRS Reporter*. The *Reporter* is sent with Form 941 to seven million employers, and thousands of tax professionals view it online.

FEATURE STORY

Gear Up for Year-End Early to Ensure Compliance With Your Global Payroll

By Mary Brumm, CPP; Patrick Landers, CPP, CPA;
and Janet Roome, CPP



Gearing up for year-end is never easy. For many payroll professionals, year-end is filled with verifying employee data, preparing final schedules, gathering fringe benefit information, calculating adjustments, and finalizing year-end bonus payments to name a few. If your company has global operations, you can likely add gathering details on payments made outside the United States to the list as well. It is a good thing that year-end only comes along every December 31 -- or does it? If you have ever attempted to confirm a last minute payroll question with a colleague in Australia between December 24 and January 26, you may have learned an important lesson in global payroll -- not all countries have a tax year end on December 31. In Australia, the tax year-end is June 30. So while you are working diligently to finalize your payroll by December 31, your colleagues in Australia may be enjoying a holiday at the beach during their summer break. Although a majority of countries have a December 31 tax year-end, there are some, similar to Australia, that have a tax year-end at a different time of the year. Some of the notable examples are:

*Australia, June 30
*Hong Kong, March 31
*South Africa, February 28
*India, March 31
*Ethiopia, July 7
*Pakistan, June 30
*United Kingdom, April 5

Staying on top of global reporting when working with many different year-ends requires planning and scheduling to help you stay on top of the different country year-ends. One area that has garnered a lot of attention in the United States in recent years is the area of reporting worldwide income, including wages and benefits-in-kind. When faced with gathering data from multiple countries and potentially multiple tax year-ends, many companies struggle to compile the required data in a timely manner. One best practice to reduce the complexity generated by compiling data from multiple sources is to have a year-end team and conduct meetings with process owners to review the due dates and requirements for each source system and/or country. Another best practice in preparing payroll for a multinational organization is to create a matrix with each of the countries in your company's global operation listed, along with the countries' year-end dates, filing requirements, wage-type taxability grid, and due dates. This matrix can be a useful tool when you are gathering data throughout the year, and can also help you anticipate cross-border requests for data.

For example, a matrix could be used to determine how to interpret annual compensation details provided for a U.S. employee on assignment to India and help avoid pitfalls associated with mismatched tax years between the United States and India. Understanding the different year-end dates will also help you prepare your year-end schedule -- which in a global operation is year-round. A detailed schedule of what is required and when is useful to plan the due dates and communicate out to the global teams. This will help ensure your colleagues in Australia prepare the U.S. schedules by the due date before they leave for holiday.

The activities and timeline outlined below can also provide a helpful guideline for tackling this complex issue:

6-11 Months Before Year-End

*Identify source system(s) and process owner(s) for compensation items paid globally. This could include items paid through home country payroll, host country payroll, home country accounts payable, host country accounts payable, relocation, and/or through third-party vendors.

*Compile a list of compensation elements and summary wage types that will be gathered from the source system(s) identified.

*Identify tax treatment of wage types and determine tax reimbursement by wage type according to terms of the company's international assignment policy and/or individual employee's international assignment contract or offer letter

*Send out e-mails to process owners identified and outline the timeline and format for reporting the data to the United States. Be mindful of country specific year-end deadlines when setting the U.S. compensation collection timeline.

*Schedule conference calls and/or web-based training sessions to discuss the process and timeline for submitting payments to the international compensation reporting team for U.S. payroll reporting.

2-3 Months Before Year-End

*Send out reminder e-mails to locations with timeline and deadline information.

*Compile international compensation data received and review for accuracy, completeness, and reasonableness. Confirm any questions with process owners.

*Accuracy can often be identified by comparing monthly data amounts for an individual to identify holes in reporting.

*Completeness can often be identified by comparing annual amounts for two different individuals working in the same location to identify missing elements.

*Reasonableness can often be identified by comparing annual amounts reported to an employee's international assignment contract or offer letter.

One Month Before Year-End

*Send out e-mails to locations to communicate that international compensation data is locked and that any changes will need to be handled outside of the year-end process.

*Format international compensation data received and perform any offline calculations required, for example:

- Combine similar international compensation items into summary wage types
- Perform tax offline gross-up calculations according to tax reimbursement treatment previously identified

*Load international compensation data into payroll system for year-end payroll run.

Year-End and One Month After

*Process year-end payroll including international data.

*Prepare compensation summaries for employees, breaking out detailed international compensation data for tax return preparation.

*Process any additions and/or corrections submitted by process owners.

2 Months Following Year-End

*Schedule conference calls and/or web-based sessions to recap results from year-end and identify improvements and modifications to the process.

*Get ready to start the process over again.

Although every organization will handle their international payroll reporting in a slightly different manner, implementing global procedures that consider multiple countries and multiple year-end dates will result in a more efficient global operation and ensure you and your Australian colleagues can have a restful summer vacation -- whether in December or June.

You can find more articles on helping you prepare for a successful year-end in your **October PAYTECH issue.**

Mary Brumm, CPP, is the Senior Global Payroll Manager for NVIDIA Corp.; Patrick Landers, CPP, CPA, is Managing Director, International Executive Services, for KPMG LLP; and Janet Roome, CPP, is a Senior Project Manager with Celergo, LLC. They are also each members of APA's Global Issues Subcommittee of the Strategic Payroll Leadership Task Force (SPLTF).

FEATURE STORY

APA Subcommittees Tackle Manufacturing, Outsourcing Topics

Marcela McCarthy, CPP

APA is proud to unveil a new Strategic Payroll Leadership Task Force subcommittee -- Manufacturing! The Manufacturing Subcommittee will be co-chaired by Robin Murphy, CPP, and Marcela McCarthy, CPP.

Manufacturing Subcommittee

McCarthy, Director of Payroll for McKesson Corporation, said the new Manufacturing Subcommittee will offer leadership skills training to its members.

"Our goal is to provide guidance and leadership to the future members of the Manufacturing Subcommittee, and assist in creating a mission and vision that represents the voice of those in the manufacturing sector," she said.

Murphy, HRIS/Payroll Manager for Deluxe Corp., was approached -- along with McCarthy -- in late August about co-chairing the new committee. She looks forward to supporting payroll professionals in the manufacturing field.

"I would like to see our payroll professionals in the manufacturing sector performing best practices whenever possible to gain efficiency, accuracy, and hopefully impact the revenue and bottom line for their companies," she said.

Outsourcing Practices Subcommittee

APA is also soliciting volunteers to join its Outsourcing Practices subcommittee. This subcommittee, chaired by Laura Scott, CPP, Implementation Manager for ACS Payroll COE, and Brian Koniuk, Managing Director of the Hackett Group, addresses the most topical and up-to-date issues relating to those involved in outsourcing practices. Scott was approaching about chairing the Outscouring Practices Subcommittee at the 28th Annual Congress in May. The way she sees it, the subcommittee's role is to embrace the future as it pertains to the outsourcing field.

"The ultimate goal of the subcommittee is to be on the cutting edge of the outsourcing field and to ensure our members have access to the information and resources they need in regards to payroll outsourcing," she said.

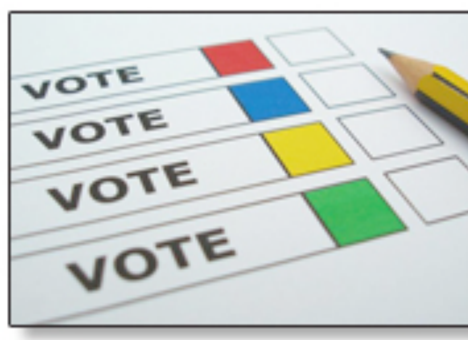
Koniuk said he is pleased to see outsourcing addressed with its very own subcommitteel, because "outsourcing is an important topic to all payroll professionals, as it has impacted our processes since the first introduction of payroll systems."

"In these difficult times, all organizations are looking for ways to reduce cost -- and payroll costs are no exception," Koniuk said. "Participants will be in a leadership role to offer the wider membership their experiences (both good and bad) with strategic sourcing of payroll."

Those interested in volunteering to serve on either subcommittee can contact Jim Medlock, CPP, APA's Director of Education and Training, at **jmedlock@americanpayroll.org**.

FEATURE STORY

Polling Provides Feedback, Progress for Payroll Pros



By Steve Hodgson, CPP

Have you attended one of [APA's webinars lately]?

If so, you may have noticed a new feature -- polling. By incorporating polls, instructors ask pre-determined questions and receive real-time feedback from participants during the session. The results are shared with the group, then briefly discussed. Polling first appeared in our virtual classes; now they are included in webinars.

Extol

Interaction occurs naturally when classes are presented in person. Now polling adds another level of engagement to our online offerings, as an enhancement to question-and-answer sessions. Instead of passively listening to the instructor while casually watching the presentation, you now have the opportunity to participate in the process.

Cajole

Did you ever wonder if other online participants share your experiences? Do your opinions matter? Polling is a great way to find out. Once the results are revealed, you can see if your experiences or opinions match the majority, or if yours are the exception. Either way, the results are always intriguing.

Have you ever wished you could show management that your company practices may need tweaking? By participating in our online polls, you can see how your experiences and processes compare to those of payroll professionals just like you who are participating in that day's presentation.

And, challenge yourself to stay in step with the instructor -- you just never know when a poll may take place during the session!

Control

In addition to greater interactivity, there is another reason to add polling. APA wants to issue Continuing Professional Education (CPE) credits for our online offerings. (CPEs are used by CPAs and other non-APA certifications.)

"The National Association of State Boards of Accountancy (NASBA) requires group Internet-based programs to employ some type of monitoring device to verify that ALL participants are actively participating during the duration of the course," said Pat Bowton, FPC, CAPP, APA's Director of Certification. "Participants who fail to respond to a determined percentage should be denied CPE credit for the program."

Polling is one way to ensure participants are actively participating in our webinars and virtual classes.

Your Role

How will APA's online polling results be used in the future? Could they help trigger lively discussions on APA's social networking sites like **Facebook** or **Twitter**? Could they be used as grassroots efforts to enlighten our federal, state, and local legislators to broaden their information base, giving rise to more educated decisions? The possibilities are limitless.

So the next time you participate in one of APA's online sessions, make your opinions known. Share your experiences with others. Influence through illumination. Register for any of APA's courses at the **Courses & Conferences page of the APA website**.

GOVERNMENT CORNER

OCSE Proposing Important Changes to IWO

The Office of Child Support Enforcement has proposed a number of changes to the standardized Income Withholding Order (IWO), all of which should prove beneficial to employers. Two changes in particular call for a change in behavior on the part of employers and states so that collection processes comply with federal law.

The Social Security Act requires all issuers of child support withholding orders to use **the standardized income withholding order**. The Act also requires that all child support remittances be sent to State Disbursement Units.

APA members have long complained that they receive orders from courts and private attorneys that are not written on the standardized form and that require payments to be remitted to the court, or the attorney, or directly to the custodial parents. Employers have also reported that their efforts to have these orders reissued using the proper form have at times been met with threats of legal action or contempt-of-court charges.

To address this issue, a proposal calls for language to be included on the form that *requires* the employer to return the order to the issuer in instances in which the standardized form is not used or payments are directed anywhere but to an SDU.

APA was actively involved in the ongoing discussions for the proposed changes to the IWO. The **original proposal for this language** stated that an employer is *allowed* to return the order; however, in subsequent discussions among OCSE, state agencies, and employers, this language was amended to enforce the required use of the form and enforce the requirement to send payments to the SDUs.

Proposed language requiring use of the form is as follows (emphasis added):

NOTE: This IWO must be regular on its face. Under certain circumstances, as specified in the Income Withholding for Support Instructions, **the IWO must be rejected and returned to sender**. If you receive this document from someone other than a State or Tribal CSE agency or a Court, either a copy of the underlying order containing a provision authorizing income withholding or a copy of the State or Tribal law authorizing a private individual/entity to issue an IWO must be attached.

Proposed language addressing remittances is as follows:
Return to Sender. Payment must be directed to an SDU in accordance with 42 USC Â§666(b)(5) and (b)(6) (see Additional Information -- Payments to

SDU). **If payment is not directed to an SDU, you *must* check this box and return this form to the sender**.

In addition to the language being added, shading is being removed from the form "because it obscures information when the form is faxed or scanned to an employer/income withholder."

APA Helps Delay Health Care Coverage Reporting on Form W-2 Until 2012

On October 12, the Internal Revenue Service announced that reporting the cost of an employee's coverage under an employer-sponsored group health plan on Form W-2 will not be required for Forms W-2 issued for 2011. After receiving input from APA and other payroll stakeholders, IRS determined that the relief is needed to provide employers with more time to make any necessary changes to their payroll systems or procedures to prepare for complying with the reporting requirement.
Read IRS Notice 2010-69.

At the same time, IRS issued a draft version of the 2011 Form W-2 with a note on the back of Copy B stating that employers who wish to report the cost of employer-provided health insurance for 2011 should do so in Box 12 with new Code DD. The form also shows shading in Box 9, which is being reserved because it will no longer be used to report the Advance Earned Income Credit, which is eliminated effective January 1, 2011. The reserving of Box 9 was also suggested by APA as preferable to shifting the reporting of all items in boxes 10-20 and the reprogramming of payroll systems and software that would be required to accomplish that.

New GATF Subcommittee to Explore UI Issues

With the economic downturn the United States has been suffering, states have been providing unemployment benefits at record levels. To top off their coffers and maintain their ability to provide these benefits, the majority of states have accepted loans from the federal government. Experts say the current trend is not sustainable and that changes must be made so that states retain their responsibility for these trust funds without over reliance on the federal government. At the same time, employers will need relief from the upcoming rise in FUTA taxes caused by state credit reductions -- an expense that may inhibit their ability to increase their workforces. APA is putting together a new unemployment insurance subcommittee as part of its Government Affairs Task Force (GATF) to explore these issues and promote solutions.

State of Affairs

It is expected that three states with outstanding federal loans from 2008 -- Indiana, Michigan, and South Carolina -- will be unable to repay their loans on time in 2010, and as a result employers in those states will not receive the expected 5.4% state credit on their FUTA taxes. It has been predicted that the increased taxes will make it difficult for employers to add jobs in these difficult economic times. Proposals to Congress have been made asking that the penalties be waived and that the FUTA tax rate be lowered in the short term to aid the country's economic recovery.

In **testimony before the House Ways & Means Committee**, the Government Accountability Office (GAO) stated that some sort of increase in unemployment taxes must occur if the state trust funds are to maintain their solvency. Long-standing policies made states incapable of handling the increased burden placed on the system by the influx of such a large number of unemployed. The GAO recommended a number of possible solutions to Congress, including (1) raising and indexing the FUTA taxable wage base and (2) offering increased interest credits to state trust funds that are funded above a certain level. Each proposal has advantages and disadvantages.

The GAO also suggested a number of policies that states could implement to improve their conditions, each of which would collect more income for the trust funds but which may impact the fairness of the tax and the cost of implementing it. The proposals could also reduce the incentive to avoid layoffs and encourage employers to "try to circumvent tax."

New APA Subcommittee

Brent Gow, Director of Global Payroll Consulting and Compliance for Starbucks Coffee Company, will chair the new Unemployment Insurance subcommittee. Bill Dunn, CPP, APA's manager of Government Relations, will coordinate the subcommittee. If you are interested in joining this new subcommittee, please contact Bill Dunn at **bdunn@americanpayroll.org**.

Brent Gow, CPP

Participation in the APA's Government Affairs Task Force subcommittees is open to all APA members. For more information on the Government Affairs Task Force, see **the GATF website**.

APA Comments on Tax Deposit Rules Save You From Next-Day Rule

Read the October edition of *Inside Washington* to learn about:
*The one-day rule should be applied only when an employer has accumulated $100,000 or more of *undeposited* employment taxes …," said APA in its comment to the Internal Revenue Service on recently proposed regulations on "Electronic Funds Transfer of Depository Taxes." This distinction could make the difference in the application of a tax deposit penalty, and it could make the difference in whether an employer that is a monthly depositor would immediately become a semi-weekly depositor. It is also interesting to note that the proposed rule would eliminate the significance of state bank holidays in determining when a tax deposit may be delayed. *The American Accounts Payable Association submitted 11 recommendations to IRS in response to its request for input on how to minimize the burden of the expanded Form 1099-MISC reporting that will be required, starting in tax year 2012. Recommendations include extending the transition period for implementing the new rules for one calendar year beyond the year the IRS finalizes the regulations.

*APA has further considered the issue of whether short-term disability (STD) pay may be considered wages on which an employer may enjoy relief from its share of social security tax under the HIRE Act. Upon examining Treasury Regulations, we have found clear evidence that STD would be eligible for the tax relief under certain situations.

You can always learn more about the lobbying activities of APA's Washington office and the six subcommittees of the Government Affairs Task Force by **visiting the Government Relations section of the APA website**.

WEBSITE NEWS

Payroll Metrics Portal Offers Insight on Top Performers, Best Practices

APA and The Hackett Group have partnered to offer world-class **Payroll Performance Metrics**, dedicated to measuring and achieving world-class payroll performance. This is a necessary step towards optimizing payroll organizations, by providing a way of clearly measuring how their organizations are performing relative to their peers. Knowing the numbers gives a glimpse of what can be accomplished. Hence, the portal was created and this new -- and free -- online feature will allow you to:

*View key payroll metrics;
*Understand how companies use payroll metrics to benchmark performance; and
*Acquire further info regarding current trends and issues pertaining to payroll and workforce management.

The Hackett Group's metrics are based on data obtained from nearly 500 organizations from around the world since 2007. These metrics provide empirical data which allows any organization to:

*See how its process costs compare to that of peer groups and world-class organizations; and
*Determine the potential cost and efficiency gains that are possible through transformational change.

The portal includes details on Hackett-Certified Best Practices that top-performing organizations use to achieve world-class performance. The evolving site will also feature case studies, webinar links, events and white papers related to payroll performance -- all with the goal of helping you achieve your performance goals.

Go to the **Payroll Metrics Portal**,

Learn more about The Hackett Group.

Working It: How Businesses Can Benefit From Employee Transportation Programs

The Transportation to Work: A Toolkit for the Business Community website, an online resource from the Community Transportation Association of America (CTAA), offers companies information on how to build a simple, cost-effective transportation program that's good for their employees and their businesses. The Toolkit provides information on topics such as tax incentives, ridesharing and vanpools, green transportation, and supporting employees with disabilities, among others.

U.S. Secretary of Transportation Ray LaHood says the Toolkit can help employees and employers.

"Especially during challenging economic times, when so many businesses are struggling, the CTAA Transportation to Work Toolkit is a valuable resource to build an employee transportation program that is a win-win for all," LaHood said.

Studies show that employers who provide transportation benefits for their workforce also gain rewards in other ways for their companies, such as attracting and retaining workers, supporting public transit, increasing customer access to goods and services, and more.

"For members of the community with specialized mobility needs, such as people with disabilities, older workers, youth and low-income earners, transportation is often the link that makes employment in good jobs possible," says Secretary of Labor Hilda L. Solis.

For more information on how to benefit your business while promoting job satisfaction, please visit the **CTAA Transportation to Work: A Toolkit for the Business Community website**.

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 polices 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 Joblinks

CHAPTER NETWORK

Get to Know Your Region's BOA Representative

By Susan S. Garcia

APA's 155 local chapters are divided into eight regions across the United States. Each is represented by a member of the APA President's Board of Advisors (BOA).

Selected by APA's President for a two-year term, BOA members serve as ambassadors and key resources to their assigned regions' chapters. This gives each chapter an experienced mentor, providing a source of support and a liaison to APA.

As liaisons, they bring forth ideas and recommendations from the local level to help enhance and further benefit APA and its members. They also are a point of contact, supplementing the Chapter Relations Department, serving as a two-way resource for input and advice on any chapter-related issues.

Each BOA member holds regional conference calls with their chapters. All chapter members are also encouraged to contact their advisor for chapter-related guidance, to find out about APA's activities, or to give constructive recommendations regarding our association's products, services, and seminars on behalf of their chapter.

To find your chapter's region and its current BOA member, use the interactive map in the Local Chapter Section of APA's website.

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Chapter President Profile
Erin Nash Northeast Indiana Chapter

By Caren Bennett

Erin Nash

As a dedicated payroll professional, Erin Nash was looking for opportunities to learn and grow in her profession. She found that getting involved with the **Northeast Indiana Chapter of the American Payroll Association** was the perfect way to do that.

Erin has worked hard as President to find and secure speakers who are successful at engaging the membership during the chapter's monthly meetings. Erin likes to include interactive topics that enable chapter members to share ideas and experiences with one another. She finds that this type of networking creates "cohesiveness and synergy" within the group while allowing an increased flow of information. Erin also worked closely with her Membership Chairman, Mitch Johnston, CPP, to relaunch a **CPP/FPC study group**. The study group has been very successful.

For Erin, the best part of being chapter President is the ability to learn and grow with her peers. She is very grateful for the volunteers in her chapter and encourages new members to get involved and share their ideas. Erin also appreciates the opportunity to serve as a resource to her fellow payroll professionals by sharing her expertise and finding the appropriate resources to direct her members to.

Erin also enjoys the opportunity to give back to her community. Each year for **National Payroll Week®**, the chapter invites a special speaker for a charitable event. This year, the chapter invited the local Women's Bureau and they were able to donate $300! In addition, a team of chapter members participated in the "Walk a Mile in Her Shoes Event," to stop gender violence and assault. The chapter also celebrated NPW 2010 with cake and door prizes at their monthly meeting.

Erin obtained her Professional in Human Resource (PHR) designation in January 2010. She also received her Master's in Organizational Leadership and Supervision. Erin has a passion for compensation analysis and she enjoys public speaking: "Perhaps my retirement job," she says.

2010 Study Groups and Statewide Meetings

[Study Group list]
[Statewide list]

[Study Group Registration Form]
[Statewide 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.

Share Vital Payroll Info Through Social Media

Effective this month, PAYTECHonline now features buttons on the bottom right-hand side of each page that allow payroll professionals to share this info through social networking sites like **Twitter** and **Facebook**. Read something this month you think would benefit another payroll professional? Don't hesitate -- pass that info along through social media!

Look for these buttons in the right-hand column under the heading "Share This."

Your Guide to Successful Electronic Payments

The Guide to Successful Electronic Payments provides proven steps for selling, implementing, and administering the direct deposit and electronic paycard processes within an organization. Some of the topics included in this text are the federal and state regulations governing direct deposit. Third-party electronic payments, such as tax deposits and child support withholding payments, are also addressed.

Save Money When You Purchase Book Combo

You can **save money when you purchase** *The Payroll Source*, *Federal Payroll Tax Laws and Regulations* and *Federal Payroll Non-Tax Laws and Regulations* as a combo. This combo includes payroll's comprehensive resource text, combined with two volumes that contain the payroll-related sections of applicable federal laws and regulations.

NEW MEMBERS

APA Welcomes 376 New Members!

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 Members 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.

VENDOR NEWS

iEmployee Partners With Spectrum Human Resource Systems Corporation

iEmployee has formed a partnership with Spectrum Human Resource Systems Corporation. According to the two companies, the ease-of-use and automation of iEmployee's Time and Attendance solution is now combined with the flexibility and world-class technology of Spectrum's iVantage HRIS solution. The companies said it provides a cost-effective HR solution that aims to empower employees, increase productivity, and reduce costs.

Spectrum said it will offer current and future customers the ability to interface with iEmployee's Time and Attendance solution. In addition, iEmployee Time and Attendance users can choose to expand their HR system by adding the functionality found in Spectrum's iVantage HRIS solution.

"We are happy to announce the addition of Spectrum to iEmployee's partner network. Their expertise in human resource technology and dedication to outstanding service and support go hand-in-hand with iEmployee's vision and focus," said Rene Mejia, Vice President, Strategic Alliances for iEmployee.

Legiant Partners with Fulcrum Biometrics to Offer Virtual Punch Clock

Legiant has announced a partnership with Fulcrum Biometrics to release a cost-effective biometric solution for time and attendance. Fulcrum Biometrics has developed FbF Timeclock, a virtual punch clock application that integrates with Legiant Timecard software. FbF Timeclock utilizes a USB fingerprint scanner and the Fulcrum Biometrics Framework to provide Legiant customers with a low-cost biometric solution.

"By partnering with Fulcrum Biometrics, Legiant can meet the needs of organizations that were previously unable to take advantage of biometrics to eliminate buddy-punching," said Rod Crane, CTO of Legiant.

CyberShift Announces Expense Management Outsourced Services

CyberShift has released CyberShift Outsourced Services for their suite of Expense Management Automation solutions. These services allow clients to offload some or all of the daily administrative tasks associated with expense reporting processes directly to CyberShift. This enables companies to focus on higher value and strategic functions, such as policy review, spend management, and vendor program analysis.

CyberShift Outsourced Services include expense report audits, expense report payments, receipt handling service, end-user support, and system administration support.

"CyberShift Outsourced Services help companies achieve greater control over costs, improve automation processes, increase employee productivity and satisfaction, and expand spend management visibility," said Craig Fearon, CyberShift's Senior Product Director, Expense Applications.

Journyx Announces New Version of Timesheet

Journyx released Journyx Timesheet 8.0, an enhanced version of its timesheet and expense management solution. The company said Timesheet 8.0 offers customers a more intuitive and easy-to-understand user interface, cross-organization compliance tracking, and streamlined navigation. The company said Timesheet 8.0 includes improved user interface, organization compliance viewer, simpler menus, organization chart, and Unicode support.

"Journyx Timesheet 8.0 is a new generation of quality, web-based time tracking that is more usable than ever before. We listened to our customers and created a solution that can handle more projects and users faster, and more intuitively," said Curt Finch, CEO of Journyx.

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.

Featuring this month:

2010 Time & Attendance Time Capture Technologies Buyer's Guide

These other Buyer's Guides are also available:

2010 Time & Attendance Systems Buyer's Guide
2010 Workforce Management Buyer's Guide
2010 Paycard Providers Buyer's Guide
2010 Software-as-a-Service (SaaS) Providers Buyer's Guide
2010 Software Solutions Buyer's Guide
2010 Yellow Pages Directory Listings for Vendors
2010 Global Payroll Service Providers Buyer's Guide
2010 Self-Service Solutions Buyer's Guide
2009 Outsourcing Options
2009 Paycard Providers
2009 e-Payroll Providers
2009 Payroll & HR Consulting Services

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.