



Welcome to PAYTECHonline for December 2010

TOP STORY



Survey Says...Payroll Pros Desire SSA E-Mail Contact After Filing W-2s

According to a new survey conducted by the SSA Wage Reporting Redesign Subcommittee of APA's Government Affairs Task Force, more than 95% of respondents would like to receive a confirmation e-mail from the SSA after successfully completing their Forms W-2 processing. Learn more about this research, and get key insight into other findings, in this month's Government Corner.

FEATURE STORY

Vote for MEET Las Vegas as Event Site of the Year

MEET Las Vegas -- which houses an APA Learning Center -- has been honored as an Event Site of the Year finalist by *Event Solutions* magazine, and APA needs your help to win the honor. Log on to [the voting site](#) and vote for MEET by January 31 to help secure this prestigious honor. Thank you for your support!



PAYROLL EVENTS

Year-End Webinars Offer Compliance, Convenience

Unable to attend one of APA's many Preparing for Year-End and 2011 courses? Not to worry, these courses are now available in Webinar On Demand format. The calendar year is almost over; secure your ticket to compliance now.

PAYROLL RESOURCES

Taking Charge of Your Career With Leadership Certificate Program

The LCP Program embraces the world that leaders work in today, with specific focus on fostering growth in today's technological, international business world. Learn from effective leaders who have taken charge of their careers, and see how you can do the same, with this course -- coming to a city near you in 2011.

CHAPTER NETWORK

Free Webinar Deals With Chapter Leader Finance Responsibilities

Scheduled for February 24, 2011, this free 60-minute webinar will offer advice and tips for chapter leaders looking to get their chapters on track with budgets, membership dues, fundraising, vendor support, and much more! Learn how to secure your spot and be a part of this free online resource.



WEBSITE NEWS

Winter Portfolio Offers Compliance, Career Advancement in One Online Outlet

APA's 2011 Winter Digital Portfolio is now available. This online resource offers plenty of information pertaining to compliance updates and professional development. Get online, and check out this new resource today!

VENDOR NEWS

First Data, ACI Worldwide Expand Relationship

Learn more about the ways this partnership will continue to broaden in the future. Plus, new Infor solutions aim to improve performance, Access Workforce Intelligence named as top HR product, and an ADP multinational payroll solution supports British telecom employees.

NEW MEMBERS

APA Welcomes 302 New Members

Our online, searchable-by-state listing is very handy. Use it to contact payroll people in your area, including 302 new payroll peers.

BUYER'S GUIDE

2010 Outsourcing Options Buyer's Guide

This month's guide is the 2010 Outsourcing Options Buyer's Guide. And that's not all. You can also find an extensive list of past Buyer's Guides.

SSA Survey Shows Strong Desire for E-Mail Contact by SSA After W-2 Filing

By Scott Mezistrano, CPP



An overwhelming 95.8% of respondents to last month's PAYTECHonline survey said that, after successful processing of their W-2 files by the Social Security Administration, they would like to receive an e-mail notifying them that their files have successfully completed processing and that additional processing information can be obtained by logging into Business Services Online (BSO). Currently, SSA makes contact with a filer only if there is a problem with its W-2 file.

The survey came out of the work of the [SSA Wage Reporting Redesign Subcommittee of APA's Government Affairs Task Force \(GATF\)](#), led by Mary Jo Harling, CPP. SSA is considering increasing its communications to employers and is working with the subcommittee to gauge employer interest.

Survey takers included employers filing their own W-2s (64%), employers whose W-2s are filed by a payroll service provider (23%), and payroll service providers (13%).

Totals by W-2 Field

There is also a strong interest in seeing the total dollar amount SSA has recorded for an employer in each of the below W-2 fields:

- *97% Wages, Tips, and Other Compensation
- *93% Federal Income Tax Withheld
- *91% Social Security Wages
- *92% Social Security Tax Withheld
- *46% Social Security Tips
- *77% Medicare Wages and Tips
- *89% Medicare Tax Withheld
- *90% Number of W-2s

Each percentage shows the share of survey takers who want to see the total for that field. Many employers want to log in to BSO and compare these amounts with their W-2 totals to make sure everything processed correctly.

In addition, 6% of respondents added comments requesting totals for every wage and tax field on Form W-2, including the amount for each code in box 12.

Notification of Duplicate Filings

SSA occasionally receives a file that is an exact duplicate of a previously processed file, in terms of both the totals and the values on each individual W-2. Currently, SSA will not process the duplicate file, and no notification is sent to the filer. Many members of the GATF SSA subcommittee expressed interest in being alerted of a replica filing, but we wanted to see if the desire for notification is affected by the time span between the receipt of files. For example, some subcommittee members said that if the second file is received within a day of the first file, it's probably because they just forgot that they submitted it already.

A large amount of the respondents (77%) said they want to be notified of a duplicate file no matter how long or short the amount of time between the receipt of the files by SSA. Only 4% of respondents said they don't want notification of a duplicate file (this group consisted of employers whose W-2s are filed by a PSP).

Other Comments

The survey closed with an opportunity "to inform us of other areas of concern you have about the wage reporting process." Comments included:

- *Confirmation of the processing of Forms W-2c, including how they change an individual employee's wage record and the employer's totals.
- * Post-filing reporting from SSA of mismatches of names and social security numbers contained in the W-2 file.
- *The ability to upload W-2 files anytime during the year for the current tax year as well as previous years.
- *When submitting a file for social security number verification, the opportunity to choose to receive notification of only the mismatches.

Diversity of Survey Takers

The respondents covered large and small employers and PSPs.

Number of W-2s filed:

- *16%: 300 or fewer
- *14%: 301-999
- *32%: 1,000-4,999
- *17%: 5,000-9,999
- *17%: 10,000-99,999
- *4%: 100,000 or more

Number of Employer Identification Numbers reported:

- *75%: 1-10
- *14%: 11-100
- *4%: 101-1,000
- *5%: 1,001-20,000

Tried and True Year-End Tips in *SSA/IRS Reporter*

By Scott Mezistrano, CPP

Be sure to read the article, "American Payroll Association's Reminders for a Successful Year-End," on page 3 of the [winter edition of the SSA/IRS Reporter](#). APA provides a calendar of tasks for a successful close of 2010 and a good start of 2011. The advice includes reminding employees of important steps they must take; posting benefit and adjustment amounts to employees' payroll histories; resetting year-to-date balances, wage bases, rates, and limits before the first payroll of the new year; and reconciling the four Forms 941 to W-2 data.

The IRS and SSA think APA has the right approach and they want to share it with the 7 million employers who get the *Reporter* in the mail with their Forms 941 and with the thousands of tax professionals who view it online.

The article also promotes APA's [Preparing for Year-End and 2011 webinar series](#). The four 90-minute segments are available on-demand and may be purchased individually, so you can tailor your year-end training to your specific needs.

[Read the current SSA/IRS Reporter](#), featuring APA's "Reminders for a Successful Year-End" on page 3.

APA, IRS, and SSA -- A Great Alliance

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

[Read current and back issues of the Reporter.](#)

Competency Testing Not on the Immediate Horizon for Payroll Tax Return Preparers

[Read the December edition of Inside Washington](#) to learn about:

*Competency testing for payroll professionals subject to the IRS's new return preparer registration will likely not begin until after testing is well-established for preparers of individual income tax returns (currently slated to begin in mid-2011), according to David Williams, Director of IRS's Tax Professional PTIN System Project. In addition, IRS has updated its website as to how the return preparer initiative applies to payroll service providers.

*Employer anxiety is building over the whereabouts of the 2011 withholding tables, APA told the IRS, saying the IRS should issue guidance to reassure employers, even if it's just to say to use the existing tables until IRS issues new ones.

*APA members met with the New York Labor Commissioner to discuss paycards, providing information that could influence future legislation in the state.

[Learn more about APA's lobbying activities and the six subcommittees of the Government Affairs Task Force](#) by visiting the Government Relations section of the APA website. For example, read the minutes of recent meetings of the SSA Wage Reporting Redesign subcommittee and the Immigration subcommittee.

FEATURE STORY

Help MEET Become Event Site of the Year

APA is proud to announce that [MEET Las Vegas](#), home of the Las Vegas Payroll Learning Center, has been honored as an Event Site of the Year finalist by *Event Solutions* magazine!

Located on the third floor of MEET, the Learning Center features two computer-equipped classrooms, which host several APA courses, including Payroll 101 and 201.

The Event Site of the Year award is still up for grabs and APA needs your help. Please show your support and [vote for MEET Las Vegas](#). It only takes a minute to vote, and every vote is vital for MEET to win this top honor and bring recognition to APA. Voting is open until January 31.

As you vote, you can view MEET's award submission to view all the great events APA has held at MEET this year. The venue was selected from hundreds of entries all over the world.

Thank you for supporting APA's Las Vegas Learning Center!

[Vote online today!](#)

PAYROLL EVENTS

Preparing for Year-End Webinars On Demand Couple Compliance With Convenience

If you were unable to attend one of this year's year-end courses, you can now take it as a [Preparing for Year-End and 2011 Webinar On Demand](#).

Now, you can receive the latest in year-end compliance, at your scheduling convenience, without having to leave the comfort of your home or office. Preparing for Year-End and 2011 is the course that every payroll, HR, systems, and accounting professional must attend to better understand the tough new year-end 2011 requirements.



Keep Updated With Latest in Federal Regulations; Purchase New *Payroll Source* Today

[The Payroll Source](#)[®] provides the information necessary to keep your company in compliance with federal laws and regulations affecting your payroll operations. It details all aspects of payroll administration, from the most fundamental forms and regulations through the most complex benefits taxation and reporting, to international payrolls.

Comprehensive updates to the text occur each year. This is a proven study tool to prepare for the [Certified Payroll Professional \(CPP\) exam](#).

Save \$100 on 2011 Congress Registration



The upcoming 29th Annual Congress, scheduled for May 24-27, 2011 in Salt Lake City, is approximately five months away! Why not secure your spot for this annual payroll extravaganza -- and save \$100 -- by registering today? To do so, [visit the Congress registration page](#) to secure your place in Salt Lake City. Those who register by December 31 save \$100 off the regular registration fee.

PAYROLL RESOURCES

Embrace Your Leadership Qualities; Enroll in LCP Today

[APA's Leadership Certificate Program](#) embraces the world that leaders work in today, with specific concentration in fostering growth in the 21st Century. This program focuses on the many qualities of effective leaders, including awareness of self and others, effective communication, and relationship building. This three-day course is available in a city near you in 2011. The Leadership Certificate Program consists of 10 learning modules. By completing all 10 learning modules, participants receive a leadership certificate. [Sign up for the next LCP near you.](#)



Guide to Successful Electronic Payments Offers Tips for Direct Deposit, Paycard Success

[The Guide to Successful Electronic Payments](#) provides proven steps for selling, implementing, and administering the direct deposit and electronic paycard processes within an organization. Topics include the federal and state regulations governing direct deposit and third-party electronic payments. [Purchase your copy today.](#)



AAPA Membership Includes Professional Training, Bonding for AP Professionals

Are you an accounts payable professional seeking the camaraderie and professional training that comes from organizational membership? If so, [become an AAPA member today](#).

Anyone engaged in AP administration or the related fields is eligible for AAPA membership. AAPA proudly represents a true cross section of the accounts payable profession. Members have exclusive access to content reserved for AAPA members when they log in to the AAPA website. The site features a wealth of information and tools to facilitate networking with other accounts payable professionals.

CHAPTER NETWORK

Free Chapter Leadership Webinar Tackles Chapter Finances

[Acquire the skills and tips](#) needed to get your local chapter on track with budgets, membership dues, fundraising, vendor support, and chapter expenses.

[Join APA's Chapter Relations department](#) for this free 60-minute webinar, *Chapter Finances*, on Thursday, February 24, 2011, at Noon CT.



The special guest speaker will be the Greater Kansas City Chapter Immediate Past President and APA's 2010 Payroll Man of the Year, Billy Meyerkorth, CPP. Billy will assist you with the tools needed to understand the flow of revenue versus expenses within your chapter.

For more information or questions, contact APA's Chapter Relations department at chapterrelations@americanpayroll.org. Please note: RCH credits will not be awarded for this webinar.

Chapter President Profile Joanie Sapienza, CPP Greater Cleveland Chapter

By Caren Bennett

For Joanie Sapienza, CPP, serving as Chapter President to the [Greater Cleveland Chapter](#) has transformed her experience in payroll from a job to a great rewarding career.

"If someone would have told me five years ago that I would be the Chapter President, I would have laughed at them and said, 'No way!'" Joanie said.



Joanie Sapienza, CPP

Although she always enjoyed volunteering, Joanie preferred to do so behind the scenes. However, stepping up to serve as President has been "incredibly rewarding," allowing her to represent her chapter and her employer in the local business community.

"I have gained confidence in my abilities to perform my job and have developed professional and personal relationships that continue to support and encourage me," Joanie said.

Joanie never enjoyed public speaking, but relied on her other strengths to benefit her chapter. Because she communicates best through the written word, Joanie worked with the chapter secretary to give their bi-monthly newsletter "Pay It Forward," a facelift. She incorporated a new feature called "Here's to a healthier you..." which offers tips and information for healthier living. A "meeting highlights" section was also added and features pictures from previous meetings. The newsletter is now an attractive marketing tool for the chapter.

Joanie also incorporated PowerPoint presentations into the chapter meetings to help organize information and hold attendees' attention better.

Joanie certainly has a lot to be proud of in her chapter, but first and foremost are her members.

"Our membership has a great heart for giving," she said. "They never fail to support our community service efforts and charitable causes with excitement."

Joanie worked with her Chapter Historian to introduce a new policy of adopting a charity each year. For 2009, the charity was a local non-profit organization called Fill This House, whose mission is to assist teens aging out of the foster care system. The Greater Cleveland Chapter held several "showers" for Fill This House and members were asked to bring specific household items or gift cards. The response from members was very enthusiastic -- the chapter was able to assist 23 teens!

The Greater Cleveland Chapter won First Place in the Chapter Pictorial contest in 2009 for their guitar-shaped Greater Cleveland "Chapter Rocks" themed display.

"I was so proud to take the award back to the chapter and the individuals responsible for putting it together," Joanie said.

Seeing that many companies were forced to reduce their budgets for training and education expenses, Joanie organized a way for her chapter to offer two scholarships to the Ohio Conference for Payroll Professionals each year.

For [National Payroll Week 2010](#), the Greater Cleveland Chapter adopted the theme of "Now is the Time for Payroll." They invited guest speaker Pat Schultz, BA, MBA who presented "Time Management Skills for a 24/7 World."

Chapter members also contributed to a community service event by providing and serving dinner for families staying at the Ronald McDonald House as part of their Family Meal Night program.

Joanie's goals for the future include developing a Facebook presence for the chapter, as well as developing relationships with local media and newspaper sources to get the word out about the chapter.

"I feel that we have so much to offer payroll professionals and they need to know we are there for them," said Joanie.

Joanie also hopes to see the Greater Cleveland Chapter actively pursue the [APA Chapter of the Year award](#).

Joanie enjoys spending time with her husband of 24 years and their two children. She also loves to read, and works on stained glass projects and photography. Joanie sings on her church worship team and serves as Deaconess on the church board of directors.

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.

WEBSITE NEWS

Winter Digital Portfolio Offers Info on Compliance, Career Advancement



[APA's 2011 Winter Digital Portfolio](#) is now available online. This comprehensive education resource offers plenty of tips for advancing your career while maintaining compliance. View the complete menu of educational programs to build your own professional development plan for you and your employees.

Discover Critical Links to a Successful Year-End

If you've had trouble with correct presentation of employee names and social security numbers (SSNs) on Forms W-2, you're not alone. According to questions raised by payroll professionals who attend APA's year-end classes, it's one of the biggest challenges for employers. APA worked closely with the SSA to update SSA's "[Critical Links](#)" [web page](#) to help address these concerns.

The overarching rule is that the name and SSN on a W-2 should match whatever is on the social security card. However, there are a couple of exceptions and some tricky situations.

Getting the name and number correct helps avoid inquiries from either the SSA or the IRS, and it is essential for earnings to be posted to the SSA database. That eventually determines an employee's future eligibility and benefit amount for SSA's retirement, disability, and survivors programs. The Critical Links page also includes information on [how to use the SSA's Social Security Number Verification Service \(SSNVS\)](#) which is available for free over the Internet to all employers.

See How Your Salary Stacks Up With Robert Half's 2011 Salary Guide

The new 2011 Robert Half Salary Guide details the latest in salary information pertaining to payroll and related professionals. [See where you and your organization stack up](#) in terms of starting salaries, annual raises, and more.



The salary guide also details:

- * Hiring and salary trends in payroll
- * Positions and skills in demand
- * Hiring challenges employers are facing

Career Center Offers Online Resources

[Advance your career with APA's Career Center](#), sponsored by Accountemps and Robert Half Finance & Accounting.

The Career Center offers plenty of resources, including tips on creating a winning resume, acing the job interview, and more. Plus, there is a wealth of content devoted to help you effectively manage and develop your payroll staff.

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](#)
[Joblinks](#)

First Data and ACI Worldwide Broaden Relationship

ACI Worldwide, an international provider of electronic payments software and solutions, announced it has entered into a new, multi-year global enterprise relationship with [First Data](#). First Data will combine ACI solutions with its offerings to provide its customers with payment and transaction processing services.



First Data uses ACI's payment solutions, including BASE24-eps, BASE24 and ACI Proactive Risk Manager, to offer a range of payment processing and fraud management solutions around the world. This new agreement, according to First Data, allows them to develop new products and drive infrastructural efficiencies. ACI helps ensure that First Data can offer flexible services with market-leading performance and service levels.

"We are committed to offering the best payment processing services in the world and partners like ACI help make it happen," said Kevin Kern, Executive Vice President and Chief Technology Officer for First Data.

New Infor Solutions Aim to Improve Performance

[Infor](#) announced a new business application, Infor Express. Infor has combined functionality from across its portfolio of business applications into single, pre-configured solutions.



According to the company, Infor Express solutions can be implemented at a pace that meets the needs of customers with varying IT staff. The first solution, Infor Express Projects, is designed to help project-based manufacturers increase profitability and enhance customer service. The learning phase of an Infor Express implementation features web-based videos that enable users to learn about the solution on their own schedule.

Accero Workforce Intelligence Named Top HR Product

[Accero](#) announced that Accero Workforce Intelligence has been named one of the Top HR Products of the Year by the editors of *Human Resource Executive*® Magazine. For more than 21 years, *Human Resource Executive* Magazine has recognized excellence and innovation in the vendor community with this prestigious award.



Accero Workforce Intelligence is a reporting and analytics solution that delivers actionable HR information quickly and intuitively. These metrics help drive strategic informed decisions for their organization.

"We're extremely honored to receive the Top HR Product of the Year award. Our goal with Accero Workforce Intelligence was to provide a useable analytics solution to fill a current void in the market and help elevate HR's impact on the bottom line. This honor certainly validates our efforts," said Tom Malone, Chief Executive Officer for Accero.

ADP Multinational Payroll Solution Supports British Telecom Employees

ADP announced that British Telecom (BT) selected ADP to provide managed payroll services to more than 16,000 employees in 45 countries. ADP's multilingual and multicurrency payroll solution integrates with BT's global HR Information System to serve large concentrations of employees in 12 countries.



According to ADP, their global payroll solution provides BT with the expertise and experience to deliver high-quality and consistent service to its employees around the world. Through integration with the company's global HRIS and back-office systems, ADP enables BT to achieve cost predictability and effectiveness.

"Our multinational payroll solution will deliver tangible value to BT by providing consistent and comprehensive service to support BT with their strategic objectives," said Carlos Rodriguez, President of National Account Services and Employer Services International at ADP.

NEW MEMBERS

APA Welcomes 302 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.

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 Outsourcing Options 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](#)
- [2010 Tax Filing Solutions Buyer's Guide](#)
- [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.