

# CHATTERBOX

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APRIL, 2008

An Official Publication of the  
South Carolina Chapter of the American Payroll Association



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## APRIL 17, 2008 MEETING OF THE SCAPA

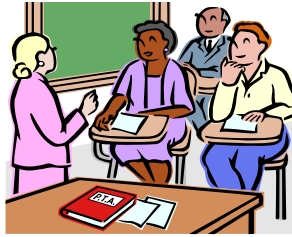
**Host:** Sherry Johnson  
**Location:** American Services, Inc.  
2319 Old Frink Street  
Cayce SC 29033  
**Phone:** 877-791-4651  
**When:** April 17, 2008  
Thursday, 9:30 AM

## AGENDA

9:30 AM Registration and Refreshments  
10:00 AM Welcome, Announcements, and Introductions  
Speaker Glen Hastie, Assistant Director of  
Child Support Enforcement Division  
SC Department of Social Services  
Morning Session New Hire Reporting  
Afternoon Session Child Support

**Break for lunch approximately around 12:00 noon.  
Will try to go as a group to continue networking.**

**Business Meeting immediately following last speaker.**



## DIRECTIONS TO THE MEETING



### From Columbia

Cross **Blossom St. Bridge** to Knox Abbott. After approximately 1.4 miles turn left on 12<sup>th</sup> Street. Follow 12<sup>th</sup> Street 0.8 miles. Turn right at intersection of 12<sup>th</sup> and Frink. Go approximately ½ mile to **R. Earle Davis Elementary School** on left. Bear right onto **Old Frink Street (unpaved)** and continue 200 yards.

### From Greenville/Spartanburg

Follow **I-26 East** take exit **115**. Turn left onto **Charleston Hwy/US 21** to Cayce. Continue until road forks. Stay left and **turn right** at George's Southside Restaurant

### From Charleston

Follow I-26 West to exit 115. Turn right on to **Charleston Hwy/US 21** to Cayce. Continue until road forks. Stay left and **turn right** at George's Southside Restaurant.

[American Services loc: Columbia, SC - Google Maps](#)

**SCAPA website at [www.apasouthcarolina.org](http://www.apasouthcarolina.org)**

### *Regular Chapter Meetings for 2008*

**February 21, 2008**  
**City of West Columbia**  
**Municipal Complex**

**April 17, 2008**  
**American Services**  
**Columbia**

**June 19, 2008**  
**Bonitz**  
**Columbia**

**August 21, 2008**

**October 16, 2008**

**December 11, 2008**  
**City of Cayce**

**Meetings are the third Thursday in the months of February, April, June, August, and October.  
Then the second Thursday in the month of December.**



## **HELPFUL LINKS**

**SOUTH CAROLINA CHAPTER OF  
AMERICAN PAYROLL ASSOCIATION**

[www.apasouthcarolina.org](http://www.apasouthcarolina.org)

**CAROLINAS PAYROLL CONFERENCE**

[www.carolinasconference.org](http://www.carolinasconference.org)

**AMERICAN PAYROLL ASSOCIATION**

[www.americanpayroll.org](http://www.americanpayroll.org)

**NATIONAL PAYROLL WEEK**

[www.nationalpayrollweek.com](http://www.nationalpayrollweek.com)

**SC DEPARTMENT OF REVENUE**

[www.sctax.org](http://www.sctax.org)

**SC EMPLOYMENT SECURITY COMM**

[www.sces.org](http://www.sces.org)

**SC NEW HIRE REPORTING (info)**

[www.state.sc.us/dss/csed](http://www.state.sc.us/dss/csed)

**SC NEW HIRE REPORTING ONLINE**

[www.scnewhire.com](http://www.scnewhire.com)

**INTERNAL REVENUE SERVICE**

[www.irs.ustreas.gov](http://www.irs.ustreas.gov)

**DEPARTMENT OF LABOR**

[www.dol.gov](http://www.dol.gov)

**SOCIAL SECURITY ADMINISTRATION**

[www.ssa.com](http://www.ssa.com)

**ON-LINE PAYCHECK CALCULATOR**

[www.paycheckcity.com](http://www.paycheckcity.com)

**ROUTING NUMBER & BANK VERIFICATION**

[www.routingtool.com](http://www.routingtool.com)

[www.fedwiredirectory.frb.org](http://www.fedwiredirectory.frb.org)

[www.yourfavorite.com/checkwritier/verification.htm](http://www.yourfavorite.com/checkwritier/verification.htm)

## **COMMITTEE COORDINATORS**

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JoAn Roland

City of Cayce

[JRoland@cityofcayce-SC.gov](mailto:JRoland@cityofcayce-SC.gov)

803-796-9020

### **CONFERENCE 2008**

JoAn roland

(info above)

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### **SPEAKER COORDINATOR**

Ruth Crumpton

Lexington Medical Center

[rmcrumpton@lexhealth.org](mailto:rmcrumpton@lexhealth.org)

803 936 7149

### **NEWSLETTER**

Dottie Leopard

Greenwood School District #50

864-941-5401

[leopardd@gwd50.org](mailto:leopardd@gwd50.org)

### **EDUCATION**

Nancy Gill, CPP, FPC

Town of Hilton Head Island

[nancygi@hiltonheadislandsc.gov](mailto:nancygi@hiltonheadislandsc.gov)

843 941 4600

\*\*\*\* *GET TO KNOW ME* \*\*\*\*

**Becky Rogers  
Payroll Administrator  
Consolidated Systems Inc**



Becky has been employed since September 1999 with Consolidated Systems inc. as a Payroll Administrator. Her duties include all aspects involved in Processing the Payroll and overseeing the Time keeping system and its supervisors who check the time. She has around 480 employees total at five locations. She processes for two separate companies. She moved from Mullins S.C. to Lexington in 1998 with her husband who was transferred here. She worked for 12 years in Marion S.C. at Beneteau Inc starting with the Company when they first began their business in 1986. She was involved with several departments doing Purchasing, Accounts Payables, Production Control, Inventory Control, Payroll and the IT help desk. Before that she worked for another 10 years in Payroll and Accounting for AVM Inc in Marion S.C. Over all Becky has about 30 years of Payroll experience. She has an Associate Degree in General Business with a major in Accounting from Horry Georgetown Technical College.

She was elected to the position of Vice President for 2005 and 2006. From there she moved up to her current position as President Elect for the terms of 2007 and 2008.

Becky and her husband Happy have been married for 37 years. They have two children and three grandchildren. They both enjoy doing Living Histories, mostly Civil War for the past 14 years. She also enjoys spending time with her grandchildren. They are members of WoodLawn Baptist Church.

**Recruiting Members**

**Active members will receive \$5.00 for each new member they recruit.**

**At the end of our fiscal year the one with the highest recruits receives \$200.00.**

**November 5 - 8, 2008**

**Carolinas Payroll Conference**

**Hilton Myrtle Beach Resort**

**[www.carolinasconference.org](http://www.carolinasconference.org)**



## Minutes of Regular Chapter Meeting



February 21, 2008 Regular Meeting of the SCAPA

The February, 2008 chapter meeting was held at the City of West Columbia Municipal Complex in West Columbia, South Carolina on February 21, 2008 and was hosted by Virginia McGrady. There were 26 in attendance and of these, 22 were chapter members and 4 were guests.

Because Shane Pressley, Chapter President, was absent, the meeting was called to order by Ingrid Smith, the Vice-President. She recognized Virginia McGrady and thanked her for hosting the meeting and then introduced the new members and guests and inquired about packets being given to the new members. Ingrid informed every one of Shane's family health issues and that Shane will hopefully be returning soon. She reminded all to be sure to sign in on the meeting's attendance roster and to participate in the 50/50 contest if interested.

Our first speaker, Christopher Johnson, Atty. was then introduced by Ingrid and we had a very informative discussion regarding the Social Security Administration's regulations on "No Match Letters" and the employment of illegal immigrants.

The meeting was adjourned for lunch and after we re-convened, our afternoon speakers, Ruth Crumpton and Virginia McGrady was introduced. They discussed with us how to handle payment of wages and any leave due to an employee who has died while still employed.

The chapter's business meeting was then initiated by Ingrid Smith. The 50/50 drawing was won by Valerie Webb who received \$35.00. Door prizes were drawn for and given out to nine attendees. Ingrid reminded everyone that the attendance certificates from the December, 2007 meeting had never been issued and those due for the February meeting could not be issued either. They will have to be issued at a later date.

The Treasurer's Report was read by JoAn Roland in the absence of Carolyn Stockman, Treasurer and it was noted that the chapter's treasury had a balance of \$ 6,687.25. Karen Myers, Secretary read the minutes from the December, 2007 meeting. A correction was noted regarding the location of the December meeting having been held in West Columbia instead of Cayce, SC and it was also noted that Dottie Leopard had won the Payroll Professional of the Year in 2007 instead of Dolly Lambert as had been erroneously announced in the February, 2007 "Chatterbox". A motion was made to accept the changes and it was seconded.

With regard to the membership dues, we were reminded that a late fee of \$ 10.00 would be due after March 15, 2008 from any members that have not paid the 2008 dues. It was noted that we now have only 48 paid members and two or three corporate memberships. It was suggested that we start contacting past members from two or three years ago that have let their membership lapse and encourage them to return to the meetings. Those that attended the annual conference in November but were not chapter members could also be contacted. A survey could also be sent to them to possibly obtain some information anonymously about why they've let their membership lapse and to inform them of the locations of future meetings and the remind them of the advantages of having FPC and CPP certifications. New members could possibly be recruited using the Chamber of Commerce website to obtain addresses of employers.

The upcoming National Payroll Week, scheduled for the week of September 1 to 5, 2008 was then discussed. We were reminded that the proclamations from the local governments can be solicited for all throughout the year.

It was suggested that the new section of the "Chatterbox" titled "Do You Know Me" have a numeric key to identify the members and give their names and place of employment. A new section for a "Member's Profile" could be added to spot light one member per issue. A brief history of education and work would have to be written by the featured member and a picture could be printed with it. If these could be submitted now to Dottie Leopard, she can choose from them for the March issue of the "Chatterbox". In order to be printed in the upcoming issue, a schedule of deadlines to submit information was announced as follow:

March 17, 2008	-	April, 2008 issue
May 19, 2008	-	June, 2008 issue
July 21, 2008	-	August, 2008 issue
Sept. 15, 2008	-	October, 2008 issue
Nov. 17, 2008	-	December, 2008 issue

Also, directions to the location of upcoming meeting are provided in the Chatterbox but need to be more explicit and give details from all directions. The physical street address being given would also help with using computerized location and direction systems.

As ways to make the meetings more interactive, it was suggested that name tags be provided at the chapter meetings to help us with knowing the names of all members. Susan Bishop suggested the employers' names, company's software used and number of employees also be listed. A summary of the speakers' presentations at all meetings could be written and this could be provided to members that weren't able to attend. Virginia McGrady volunteered for this service. Also, two questions relating to the topics of the meetings could be asked with a \$ 10.00 gift certificate given as a prize to the ones with correct answers. Dolly Lambert suggested we plan a group lunch for future meetings so we would all be together and could familiarize ourselves with each other. The hostess of the meeting would provide a list of restaurants in the area and it would be decided by the group where we would have lunch at the next meeting and the hostess would make the reservations. The location will be announced in the Chatterbox and on the e-vite to get a definite number in order to make the reservations. A mentoring program for new members was also suggested and possibly a display board or book with pictures and names of members.

We then discussed the changes that need to be made to the Chapter Membership form. It should specify that the late fee applies only to members renewing their membership and paying after the March 15 deadline. Also, on the list of Committee Coordinators for the annual conference, Pat Hinson's name needs to be deleted.

The location for our April, 2008 meeting will be in Greenville, SC at American Services, hosted by Sherry Johnson. Kathy Smith will host the June, 2008 meeting at Bonitz in Columbia, SC and JoAn Roland will host the December, 2007 meeting in Cayce, SC. The locations for the August and October, 2007 meetings will have to be decided later. Virginia McGrady suggested we get in touch with the SC Dept. of Revenue to see if they would possibly allow us to have another meeting there.

It was announced that the annual Carolinas Conference will remain at the Hilton Hotel in North Myrtle Beach, SC and will be held on November 5 through November 8, 2008. Reservations should be made as soon as they will be accepted by the hotel, possibly in June, 2008.

It was announced that the February, 2008 meeting was approved for 4 RCHs and the meeting was then adjourned.

Respectfully submitted by:

Karen Myers,  
SCAPA Secretary

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Motioned to accept minutes

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Seconded

## Speaker Summaries from February 21, 2008 Meeting

### Summary 2-21-08

#### Payroll Procedures: Death of an Employee

Presented by Ruth Crumpton, CPP, and Virginia McGrady, CPP

- All supervisors, manager, foremen, crew leaders, in fact, all employees should be instructed to notify the HR and payroll departments as soon as it is known that an employee has died.
- If wages are paid in the same year that the employee dies, the check should be issued to “The Estate of employee’s name” or to the legal representative as appointed by the local probate court. These wages are not subject to federal withholding, but are subject to social security, Medicare and federal unemployment. These wages would not be included in Box 1 on the W-2 form as it is not taxable through payroll. They would be included in Boxes 3 through 6 for social security and Medicare reporting. A 1099 Miscellaneous form should be issued as paid for the taxable amount in Box 3 other income.
- Wages paid after the calendar year of the employee’s death are not subject to any withholding. The check should be issued to the estate of or to the legal representative. This payment should be done through the accounts payable department with a 1099 Miscellaneous issued as paid using Box 3 other income.
- If a payroll check is issued, but is not cashed before the employee dies. The check should be voided and reissued to “The Estate of employee’s name” or to the legal representative as appointed by the local probate court, for the same net amount as the taxes were correctly withheld and reported when issued. This check would be included on the deceased employee’s W-2 as usual.
- If the employee has direct deposit, it should be stopped if possible. If the payroll has not been processed then stop the direct deposit. If the funds have been sent to the ACH contact the bank for reversal if possible.
- As with all payroll and tax issues check state and local laws for any requirements regarding how, when and to whom checks should be issued.

### Summary – 2-21-08

Regulations on No-Match Letters from Social Security Administration –

Presented by Christopher W. Johnson, Attorney At Law  
Gignilliat, Savitz & Bettis, LLP

- Employers submit employee earnings and withholdings annually on Form W-2’s to the Social Security Administration. The SSA sends “No-Match Letters” to employers when the name and Social Security number on the W-2’s do not match the information on file with the SSA. The employer is requested to verify their records and to respond within 30 days. Follow instructions in the letter for simple corrections such as typo, misspelled name,

transposed numbers, etc. If your records appear to be correct, ask the employee to bring the card to you if you do not have a copy. Record correct information, verify with SSA and record what you did to correct the mismatch.

- If you cannot resolve the discrepancy, instruct the employee to contact the local SSA to resolve the discrepancy within 90 days of your receipt of the no-match letter. If the employee reports all is well with the SSA, you should verify this with SSA, recording what was done and whom at SSA you talked.
- What to do if the employee does not resolve the issue within the 90 days. First, do not automatically fire employee. Within 3 days, you must complete a new I-9 form. Do not accept any document bearing the disputed SSN when completing new I-9. One document must have a photo of the employee. Keep the old I-9 with the new one. Terminate employee if they do not have acceptable documents to complete the new I-9.
- Do I have to do all that? Simply, yes. Give employee opportunity to dispute and resolve mismatched items. Be consistent to prevent litigation.
- NEW I-9 FORMS The Department of Homeland Security (DHS) has advised that employers must begin using the new Form I-9 on December 27, 2007. Five documents have been removed from List A, which proved both an employee's identity and work authorization. See the instructions on the new form for a complete list of acceptable documents for Lists A, B, and C.
- The form has been revised to make it easier to read and be user-friendly. It also includes instructions for electronically signing and retaining the form. New forms are not required for current employees. However, the new I-9 form must be used for all re-verification of employment and new hires.
- A Spanish version is available, however only employers in Puerto Rico may have employees complete the Spanish or English version. All other employers may use the Spanish version as a translation guide only. The Spanish-speaking employee may use a translator and/or have assistance in completing the form, but it must be the English form.

U.S. Citizenship and Immigration Services released the new I-9 Form, instructions and handbook. Check their website for these and additional information. [www.USCIS.gov](http://www.USCIS.gov)



# 2008 SCAPA ANNUAL MEMBERSHIP FORM



If you are interested in joining the South Carolina Chapter of the American Payroll Association, please complete form and return with payment to: **SCAPA, PO Box 8152, Columbia SC 29202-8152**

**Make Check Payable to: SCAPA**

Renewal of Membership  New Member:  Referred by: \_\_\_\_\_

Individual Membership \$50.00

Corporate Membership \$100.00

(covers only 3 associates - \$20.00 for each additional associate)

**\*\* \$10.00 additional fee for membership forms received after March 15, 2008**

Name: \_\_\_\_\_

CPP: Yes / No Member of National APA: Yes / No If yes, ID # \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Email: \_\_\_\_\_

Type of payroll software: \_\_\_\_\_

Frequency of pay: \_\_\_\_\_

Corporate Associates	
#1 _____	#2 _____
#3 _____	#4 _____
#5 _____	#6 _____

\$100.00 for the first 3 associates. \$20.00 for each additional associate