

CHATTERBOX

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August 21, 2008

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



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August 21, 2008 MEETING OF THE SCAPA

Host: Virginia McGrady
Location: City of West Columbia
Municipal Complex
200 North 12th Street
West Columbia, SC 29169
Phone: 803-791-1880
When: August 21, 2008
Thursday, 9:30 AM

AGENDA

9:30 AM Registration and Refreshments
10:00 AM Welcome, Announcements, and Introductions

Speakers:
Morning Session Tom Sheaffer, IRS
“Adjusted Employment Tax Returns” and
“Employment of Non-Resident Aliens”
Afternoon Session Rich Miller and Joe Zupanic
Ceridian
“Self Service” and “Changes in Laws”

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



CONTACT: Virginia McGrady
803 791-1880

MEETING DIRECTIONS: 200 North 12th Street, West Columbia, SC 29169

From I-26 take exit 111B (US Hwy #1) at the third stop light bear left onto SC 12 (Jarvis Klapman Blvd). At the third stop light you will see the complex at the right hand corner of the intersection. Turn right and enter the parking lot. You may park anywhere and enter through the main entrance at the front of the building.

["Directions"](#)

QUESTIONS FOR AUGUST 2008 MEETING

1. Some of the options on "Self Service" include access for the employee to change his/her address and W-4 information. (True or False)
2. Adjusted Employment Tax Returns--another name for 94X Series forms. (True or False)

SCAPA website at 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
City of West Columbia
Municipal Complex

October 16, 2008
SC Dept of Revenue

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

CAROLINAS PAYROLL CONFERENCE

www.carolinasconference.org

AMERICAN PAYROLL ASSOCIATION

www.americanpayroll.org

NATIONAL PAYROLL WEEK

www.nationalpayrollweek.com

SC DEPARTMENT OF REVENUE

www.sctax.org

SC EMPLOYMENT SECURITY COMM

www.sces.org

SC NEW HIRE REPORTING (info)

www.state.sc.us/dss/csed

SC NEW HIRE REPORTING ONLINE

www.scnewhire.com

INTERNAL REVENUE SERVICE

www.irs.ustreas.gov

DEPARTMENT OF LABOR

www.dol.gov

SOCIAL SECURITY ADMINISTRATION

www.ssa.com

ON-LINE PAYCHECK CALCULATOR

www.paycheckcity.com

ROUTING NUMBER & BANK VERIFICATION

www.routingtool.com

www.fedwiredirectory.frb.org

www.yourfavorite.com/checkwritier/verification.htm

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SPEAKER COORDINATOR

Ruth Crumpton

Lexington Medical Center

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803 936 7149

NEWSLETTER

Dottie Leopard

Greenwood School District #50

864-941-5401

leopardd@gwd50.org

EDUCATION

Nancy Gill, CPP, FPC

Town of Hilton Head Island

nancygi@hiltonheadislandsc.gov

843 941 4600

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



Ruth Crumpton currently serves as Speaker Coordinator for the SC chapter. She has previously held positions of Chapter Photographer and Chapter Coordinator.

Ruth is Payroll Specialist with Lexington Medical Center and is in her 31st year in Payroll. She joined the SC Chapter when it was just getting started in 1987. She earned her CPP designation in June, 1990.

Ruth is married. has two children, two grandchildren and is anxiously awaiting the birth of their third grandchild late summer. Ruth is an active member in her church, South Lexington Baptist, where she is an AWANA director and class treasurer for her Sunday School Class. In addition, Ruth enjoys spending time with her family and traveling.

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**

IDENTITY THEFT –

Presented by Amanda Simmons,
BB & T @ Work Representative

Personal identity theft occurs when someone steals your personal and/or financial information, and then assumes your identity. Posing as you the criminal can easily and quickly empty your bank account(s) and/or incur large debts. The following are some safeguards you can use to protect your good name and credit:

1. Never give your financial information (bank name, account numbers, etc.) or your Social Security number over the phone unless you initiated the call and know with whom you are talking.
2. Report lost or stolen checks immediately. Your bank can place a stop payment on the checks, or close the account. Reconcile account statements immediately to ensure your account activity is correct.
3. Contact your bank if your new checks have not arrived within 21 calendar days of placing an order. Always examine your new checks to make sure the order is complete. Store your current, cancelled checks, and bank statements in a secure safe place.
4. Contact your banker if you receive suspicious phone inquiries, especially if they ask you to confirm or verify your banking or financial or Social Security numbers.
5. Safeguard your ATM Personal Identification Number (PIN), passwords and account numbers. Do not let your card out of your sight.
6. Shred financial and bank statements and all other documents that have any personal information, such as credit card bills, credit offers, prior to disposing of them.
7. Put outgoing mail in an official U S Postal Service collection box, and consider using bank bill payment options.
8. Never leave your checkbook, wallet or other personal information unprotected even at home.
9. Never care important documents such as Social Security cards, passports, and/or birth certificates unless you need them for a specific purpose.
10. Request a free copy of your credit report from Annual Credit Report Request Service by calling 1-877-322-8228 or the web site annualcreditreport.com.

If you become a victim, contact your local police department, your bank and/or other financial institutions. Also contact one of the three major credit-reporting bureaus requesting a "fraud alert" be placed on your file. The bureau you call will notify the other two on your behalf.

Equifax 1-800-525-6285
Experian 1-888-397-3742
TransUnion 1-800-680-7289

Remember to keep detailed records of all events once you determine that your identity has been stolen. Include the names, telephone numbers, dates, and times you contact individuals or companies to request assistance. You should also request copies of any reports filed on your behalf, such as police incident reports.

Readers are encouraged to contact the appropriate professional. This information is for general use only. It is not to be used as legal, accounting, or in place of professional advice, guidance, or services.

FLSA Recent Developments and New Minimum Wage Rate

Presented by Rowland J. Harley

Investigator, US Department of Labor

Mr. Harley gave the attendees a handout, which included copies of several fact sheets that can be found on their web site. " The Department of Labor (DOL) and Wage and Hour Division (WHD) have developed the following tools to ensure that America's employers and workers have access to clear and accurate information and assistance when and where they need it and in the format that suits them best."

- Elaws Advisors at www.dol.gov/elaws Employment Laws Assistance for Workers and Small businesses is a web-based interactive tool that helps individuals understand federal employment laws.
- 1-866-4US-WAGE (TTV: 1-877-889-5627) This Toll-Free Information Service is a central access point to information about employment standards that apply to workers in the U.S. This system is capable of assisting customers in any language.
- Wage and Hour Division Web site (WHD) and Department of Labor Web site (DOL) www.wagehour.dol.gov and www.dol.gov WHD and DOL's web sites provide America's employers and workers with access to a wide range of services, employment and regulatory information around the clock.
- Youth Rules Web site www.youthrules.dol.gov
This web site provides a gateway to information about the hours young people may work, their rates of pay, the jobs they can do, and how to ensure safe work experiences.
- E-Mail Response Service www.dol.gov/dol/contact/index.htm
DOL's coordinated e-mail response service, which allows employers and employees to ask questions. Users are ensured that their questions will go to the appropriate office and that they will receive an answer in a timely manner.

Mr. Harley also gave us copies of the five (5) posters that should be displayed so that all employees can see them. The posters are (1) Fair Labor Standards Act (FLSA), (2) Youth Employment, (3) Migrant and Seasonal Agricultural Worker Protection Act (MSPA), (4) Family and Medical Leave Act (FMLA), and (5) Employee Rights Under the Fair Labor Standards Act. This last poster also includes the federal minimum wage which will change on July 24, 2008 to \$6.55 per hour, then to \$7.25 an hour on July 24, 2009. He briefly went over several of the fact sheets including #23 Overtime Pay Requirements, #14 Coverage Under the FLSA, #21 Recordkeeping Requirements, #16 Deductions from Wages, and #17B FairPay Fact Sheet by Exemption. These Fact Sheets and others may be found on the DOL web site.

The above is general information provided by the U.S. Department of Labor, federal level regulations, state laws may be more beneficial to employees. Readers are encouraged to contact the appropriate professionals for specific advice on individual cases. This information is not to be used as legal, accounting or in place of professional advice, guidance or services.

Certification

APA certification is a valuable, objective credential that verifies a specified level of knowledge, skills, and abilities in the payroll profession. Certification helps individuals demonstrate their payroll expertise, secure promotions, advance their careers, and enhance their standing within the profession. APA offers two levels of certification -- the Fundamental Payroll Certification (FPC) and the Certified Payroll Professional (CPP).

Certified Payroll Professional (CPP)



The CPP is a certification credential for those with some experience in payroll -- [overview information](#). For CPP certification exam -- [content outline](#), [download handbook](#).

CPP Exam will be administered: Sep 13 - Oct 11, 2008 Mar 28 - Apr 25, 2009

Fundamental Payroll Certification (FPC)



The FPC is a certification credential for payroll beginners and service and support professionals -- [overview information](#). For FPC certification exam -- [content outline](#), [download handbook](#).

FPC Exam will be administered: Sep 13 - Oct 11, 2008 Mar 28 - Apr 25, 2009

National Payroll Week — September 1-5, 2008

National Payroll Week celebrates the hard work by America's 156 million wage earners and the payroll professionals who pay them. Together, through the payroll withholding system, they contribute, collect, report and deposit approximately \$1.7 trillion, or 64.2%, of the annual revenue of the U.S. Treasury.

Browse through these pages to learn more about your paycheck and using the withholding system to your advantage. You'll also discover why NPW is an important public awareness campaign and how to celebrate it.

Money Matters National Education Day

[Volunteer](#) to teach teens in your community on September 4!

Win a FREE Paycheck

[Take the "Getting Paid In America" survey.](#)

In less than 5 minutes, you'll be entered to win a free paycheck and a trip for two to Las Vegas!

NPW News

-Celebrating NPW?

Become an [NPW Supporter](#)

-Other [news](#)

Paycheck Tips

-[Get more](#) from your paycheck

-[Calculate](#) your paycheck

-[W-4 Assistant](#)



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 renewal-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