

# CHATTERBOX

VOL. XVI- NO 2

April 16, 2009

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



## BOARD OF DIRECTORS

JoAn Roland  
Dorothy Bigham  
Lynn William

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Greenwood School District 50  
864-941-5401  
[leopardd@gwd50.org](mailto:leopardd@gwd50.org)

## REGULAR CHAPTER MEETING OF THE SCAPA APRIL 16, 2009

Location: Lexington County Library  
1500 Augusta Rd  
West Columbia SC 29169

Host: Suzanne Harrison

Phone: 803-568-2100

### Itinerary

9:30 AM Registration and Refreshments

10:00 AM Welcome, Announcements, and Introductions

### Speakers:

AM Speaker Charnita Gladman,  
Investigator, DOL, FLMA

Lunch Business Meeting Lunch  
Will order lunch to be delivered  
\*see page 3 for information\*

1:00 COBRA & 941 Updates  
Suzanne Harrison, CPP and  
Tracy Fish, CPP



**Regular Chapter Meetings for 2009**

**February 19, 2009**  
T W Boons  
UpTown Greenwood SC

**April 16, 2009**  
Lexington County Library  
1500 Augusta Rd

**June 18, 2009**  
Sticky Fingers in Summerville  
Host – Tracy Fish

**August 20, 2009**  
TBA

**October 15, 2009**  
TBA

**December 10, 2009**  
City of Cayce  
Host – JoAn Roland

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

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



**DIRECTIONS TO THE MEETING**

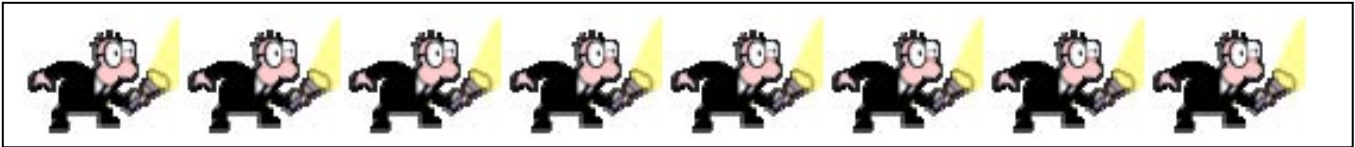


**From I-26 Charleston or Greenville**

Take the US-1 Exit, **Exit 111 B** toward West Columbia, turn slight right.  
Keep right at the fork on US-1 N/Augusta Rd.  
Go 1.1 miles, Library is on left.1500 Augusta Rd.

**From I-20 Florence**

At **Exit 73 A**, merge onto SC-277 S toward Columbia.  
Continue on Bull Street to Gervais Street.  
Turn right onto Gervais St and continue to West Columbia across bridge.  
Once you cross bridge, go about 1.5 mi until you pass a Bojangles on the right and look for the Library on your right..1500 Augusta Rd.  
(Gervais Street becomes Meeting Street, then becomes Augusta Rd/US 1.)



## LUNCH for April 16, 2009 Meeting

\*\*\* An earlier email was sent out concerning this information.\*\*\*

Hello all, we are going to try something different for lunch for our April Meeting. We will be meeting at the West Columbia Public Library and we will have to have the meeting over by 2:45, so it will be a working lunch that day. Nick's House of Pizza and Atlanta Bread Company will deliver our lunches. We are asking for you to make your lunch order before the meeting and send in a \$10.00 (or the amount + tax if it is less) deposit for lunch by 4/10/09 to process. Orders can be canceled up to 10 am on 4/13/09. We will be able to order from Atlanta Bread up to 10am on the 16<sup>th</sup>. I have attached both websites/menus for you to look over. Any balances over the \$10.00 deposit can be paid 4/16/09 at the meeting. You can fax your order to me at 775-655-6032 and mail your deposit(made out to SCAPA) to my attention at the below address. Hope to see you all there.

<http://www.allmenus.com/sc/west-columbia/39550-nicks-house-of-pizza-restaurant/menu/>

[http://www.atlantabread.com/storehome.php?store\\_id=247&sec=catering](http://www.atlantabread.com/storehome.php?store_id=247&sec=catering)

\*\*\*\*Please make checks payable to SCAPA for the lunch deposit and mail to me at the below address\*\*\*\*

If you are unable to make the April 10<sup>th</sup> deadline please contact Suzanne. There office will be closed Friday, so she will accept request on Monday.

**Suzanne Harrison**  
HR & Benefits Coordinator  
Nucor Building Systems  
Suzanne K. Harrison, CPP  
P O Box 1006  
Swansea, SC 29160  
803-568-2100 ext 132  
775-655-6032 Fax  
[Suzanne.Harrison@nucor.com](mailto:Suzanne.Harrison@nucor.com)  
[sharrison@nbssc.com](mailto:sharrison@nbssc.com)

## **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/checkwriter/verification.htm](http://www.yourfavorite.com/checkwriter/verification.htm)

## **COMMITTEE COORDINATORS**

### ***MEMBER SERVICES***

JoAn Roland  
City of Cayce  
[JRoland@cityofcayce-SC.gov](mailto:JRoland@cityofcayce-SC.gov)  
803-796-9020

### ***CONFERENCE 2009***

JoAn Roland  
City of Cayce  
[JRoland@cityofcayce-SC.gov](mailto:JRoland@cityofcayce-SC.gov)  
803-796-9020

### ***WEBMASTER***

Jane Clyburn  
Cantey, Tiller, Pierce & Green, LLP  
803-432-1436  
[jane@ctp-cpa.com](mailto:jane@ctp-cpa.com)

### ***NATIONAL APA LAISON***

Kathy Smith  
Bonitz Contracting Co. Inc.  
803-758-7312  
KathySmith@Bonitz.com

### ***SPEAKER COORDINATOR***

Virginia McGrady, CPP  
City of West Columbia  
803-791-1880 x617  
[vmcgrady@bellsouth.net](mailto:vmcgrady@bellsouth.net)

### ***NEWSLETTER***

### ***EDUCATION***

Tracy Ward, CPP  
Flextronics  
803-936-5430  
[Tracy.ward@flextronics.com](mailto:Tracy.ward@flextronics.com)



**Carolinas Payroll Conference**

**November 4 - 7, 2009**

**Hilton Myrtle Beach Resort**

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

**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.**

**Answer to last meeting questions : True or False**

1 - There is no limit on the amount of wages subject to Social Security and Medicare tax for 2009.

**FALSE**

2 - If you participate in a 401k program, you can not contribute to an IRA.

**FALSE**

**Questions for April 16, 2009 Meeting**

**Are families of service members in the Regular Armed Forces eligible for qualifying exigency leave? Yes or No**

**941 question: Employers can now claim 65% of their Cobra costs on the new 941 form. True or False...**

## Words from our President Kathy Smith

March/April 2009

Dear Members,

I would like to introduce myself. I am Kathy Martin Smith and I was born in Columbia. I am the oldest of six children. I have been married to Andy Smith for almost 17 years and I have been employed at Bonitz Contracting Company for 30 years. I began as a data entry operator, and then was trained as a computer operator. I process payroll for 15 office locations in 7 states. We have a bi-weekly payroll for over 270 salaried employees and a weekly payroll for over 460 hourly employees. I handle all payroll related duties including submitting payroll withholding taxes, filing quarterly payroll tax returns, handling child support, tax levies and garnishments.

I am proud to be a member of this group of trustworthy, intelligent and hard working payroll personnel. Sometimes the demands of the payroll department seem overwhelming, but we rise to the challenge to get the payroll done. I appreciate the opportunity to serve as President of the SCAPA and I'm looking forward to working with everyone to help our chapter grow in membership and to provide educational, professional and personal growth.

I would like to thank the past and present officers, coordinators and members of SCAPA for the success of this Organization. For many years, men and women have given their personal time and efforts to keep this Chapter operating so that we can train, educate and teach payroll and payroll related issues, laws, changes and updates, etc. We also need to recognize our employers for their support of us and our Chapter. Without them, we could not be successful and we thank them.

This year, we are planning to hold educational classes and study groups for more of our members to become CPPs. We need the talents and abilities of everyone, and we welcome ideas and suggestions. We have a good group of officers and coordinators, and I hope you will get to know them. They have already been working hard to plan and implement meetings, obtain speakers, update records and provide information as necessary.

I look forward to getting to know each and every one of you in the coming year.

Best Regards,

# DO YOU KNOW ME ????

A.



Liz Broome

B.



Susan Bishop, CPP

C.



Suzanne Harrison

D.



Pam Williams

E.

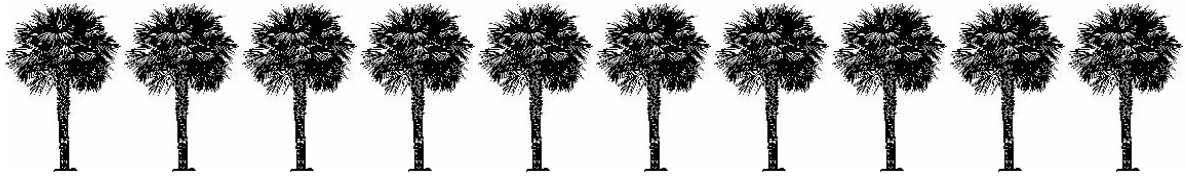


Sue Lee

F.



Virginia McGrady, CPP



Regular Chapter Meeting  
Minutes from the December 11, 2008

Our December 11, 2008 chapter meeting was held in Columbia at the Bontiz and was hosted by Kathy Smith.

Shane Pressley, our chapter President, opened the meeting and introduced our speaker, Gary Gamble, who is with the South Carolina Department of Child Support Enforcement. He gave a very informative lecture on new laws for the upcoming year. The meeting was approved for 1.5 RCH credits.

At the previous chapter meeting in October, 2008, we had nominated new officers for the next year. Every office was open because some officers that had been elected the prior year had found they would not be able to serve. The election was held and the votes resulted in our new chapter officers being:

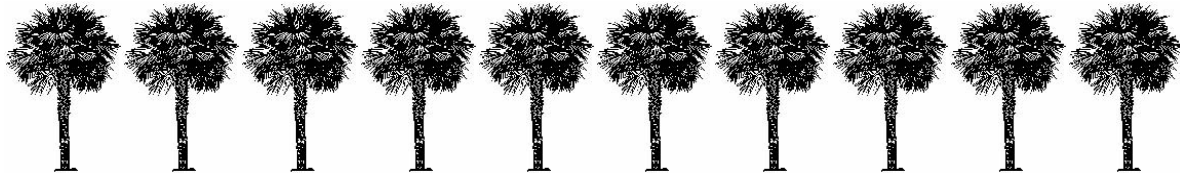
President	Kathy Smith
Vice President	Suzanne Harrison
President Elect	Susan Bishop
Secretary	Tracy Fish

Treasurer	Dottie Leopard
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Jane Clyburn volunteered to be our new Webmaster and Virginia McGrady will be our new Speaker Coordinator.

Submitted by Karen Myers, CPP

Minutes amended (highlighted area) and approved at February 19, 2009 Chapter Meeting.



## **MINUTES FROM FEBRUARY 19, 2009**

### **REGULAR MEETING OF THE SCAPA**

Nineteen were present at the February 19, 2009 meeting. Kathy Smith, new Chapter President, welcomed everyone and thanked Dottie Leopard for hosting the meeting which was held at T. W. Boone's Restaurant in Greenwood, S.C.

Hugh Camp with the Social Security Administration was introduced and spoke on retirement, disability, Medicare and related issues.

The second speaker was Chris Miller with Equitable Financial Services. He discussed various retirement plans, contribution limits, etc.

Kathy Smith opened the business meeting by thanking everyone for coming and welcoming new members. The following new officers and coordinators were introduced. Suzanne Harrison-Vice President, Dottie Leopard-Treasurer, JoAn Roland-Member Services, Jane Clyburn-Webmaster, Sue Lee-Newsletter Coordinator and Tracy Ward-Education Coordinator.

President Elect-Susan Bishop was with her son who has been hospitalized. Our thoughts are with them and we wish Nick a speedy recovery. Tracy Fish-Secretary and Virginia McGrady-Speaker Coordinator were not able to attend.

Kathy read a thank you note from Tracy Fish for our donation to "Relay for Life for Cancer".

Suzanne Harrison read the minutes of the December 11th meeting. The following corrections were made: The year on the date of the meeting should be 2008 instead of 2009 and the Vice President was Suzanne Harrison instead of Sue Lee. Motion to approve the minutes, as corrected, was made by Suzanne Harrison and seconded by Sue Lee. The motion was voted on and approved.

Dottie Leopard gave a report on monies received and expenses that were paid and pending. Dottie will apply deposits and record withdrawals. Motion to approve was made by Sue Lee and Jane Clyburn seconded. It was voted on and approved.

Plans to hold CPP training classes were discussed with Education Coordinator-Tracy Ward. Tentative plans are to have 2 weeks of 2 day classes to be held on Friday and Saturday in Columbia, S. C. The goal date will be approximately the end of July.

JoAn Roland-Conference Co-chair was recognized and acknowledged for her part in a successful payroll conference.

A discussion was held on setting a deadline for giving information to Sue Lee for the newsletter. The coordinators and she will discuss getting the information to Sue in a timely manner.

Jane Clyburn-Webmaster announced that a website update is in progress with the assistance of Pat Hinson who has been very helpful.

Attendees were asked what topics were needed for future speakers to cover. It was suggested and determined that we could always use more discussion on garnishments.

A motion was made, by Kathy Smith, for Pat Hinson to be presented an honorary membership for all of her years of past service, contribution to the Chapter and continuing support of the website. A motion to approve was made by Jane Clyburn and JoAn Roland seconded. The motion was voted on and approved.

Members voted on Board of Directors which are: Dorothy Bigham, JoAn Roland and Lynn Williams.

A suggestion was made, followed by a discussion, to charge for the cost of issuing certificates to non-members. A motion was made by Dottie Leopard to charge \$15 per certificate. Ingrid Smith seconded. It was voted on and approved.

The budget was discussed. We will proceed with the purchase of a Payroll Source combo which had previously been approved. A motion to obtain a separate checking account and a debit/credit card to make online purchases, renew Hostmonster account, etc. was made by Dottie Leopard and seconded by Suzanne Harrison, Jane Clyburn and Ingrid Smith. It was voted on and approved.

A request for volunteers for the picture board was made. Jane Clyburn volunteered and a motion was made by Suzanne Harrison to allow a budget of \$100 for the materials. Dottie Leopard seconded. The vote was approved.

A determination was made that the secretary could purchase and be reimbursed for a thumb/key drive for storage and backup of minutes, etc.

A place to hold the next meeting will be determined and Suzanne Harrison will host the meeting.

The meeting was adjourned.

Respectfully submitted,

Kathy M. Smith





# 2009 SCAPA ANNUAL MEMBERSHIP FORM



SC Chapter of APA  
PO Box 8152  
Columbia, SC 29202-8152

MAKE CHECK PAYABLE TO: SCAPA

New Member: \$50.00  
Referred by: \_\_\_\_\_

Renewal Member:  
\$50.00 thru March 15<sup>th</sup>  
\$10.00 late fee March 15<sup>th</sup> – December 31st

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

CPP: Yes \_\_\_ No \_\_\_ FPC : Yes \_\_\_ No \_\_\_

Member of National APA: Yes \_\_\_ No \_\_\_ ID # \_\_\_\_\_

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

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

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

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

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



# SCAPA CORPORATE MEMBERSHIP FORM



**SC Chapter of APA**  
**PO Box 8152**  
**Columbia, SC 29202-8152**

*MAKE CHECK PAYABLE TO: SCAPA*

\$100.00 For Three (3) Members  
\$20.00 For each Additional Member  
Renewal by March 15<sup>th</sup>  
\$10.00 late fee March 16<sup>th</sup> – December 31st

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

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

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

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

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

Name: _____
Title: _____
Email: _____
Phone: _____
CPP _____ FPC _____ APA _____ ID# _____

Name: _____
Title: _____
Email: _____
Phone: _____
CPP _____ FPC _____ APA _____ ID# _____

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