



# PAY SMART

MAY 2014



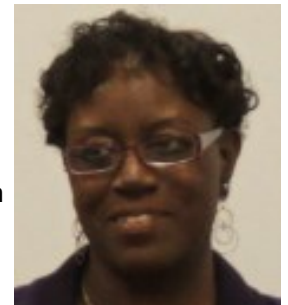
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## Presidents Corner

Submitted by: Bonetta Bond, FPC

I am reaching out to American Payroll Association with an invitation to judge at the Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) National Leadership Conferences (NLC) at the Opryland Resort in Nashville this June. FBLA-PBL is seeking 600 business pros, industry leaders, and entrepreneurs to judge the best of the best high school and college students participating in competitive events at our NLC. College-level (PBL) events are scheduled for June 25-26, 2014, and high school-level (FBLA) events are scheduled for June 30-July 1, 2013. A judge's time commitment is typically 7:30 am-1:00 pm or 12:00 pm-5:30 pm per day. Continental breakfast or lunch and parking are provided.



Competitive events include Business Plan, Client Service, Job Interview, Website Design, Future Business Educator, and more! Please respond for additional information, including a letter and a guide. *We would appreciate your help sharing and promoting our need for professional judges.*

Judging is a great opportunity to interact with students, give back to the community, and network with other professionals. Please visit our website at [www.fbla.org/judges](http://www.fbla.org/judges) or contact May at [educationspec@fbla.org](mailto:educationspec@fbla.org) for additional information.

### More about FBLA-PBL:

Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) is a nonprofit student organization that focuses on bringing business and education together through innovative career development programs and leadership training. There are over 6,000 chapters across the country, and over 250,000 members that range from middle school level through adult professionals.

Thank you,

May Durkovic  
FBLA-PBL, Inc.



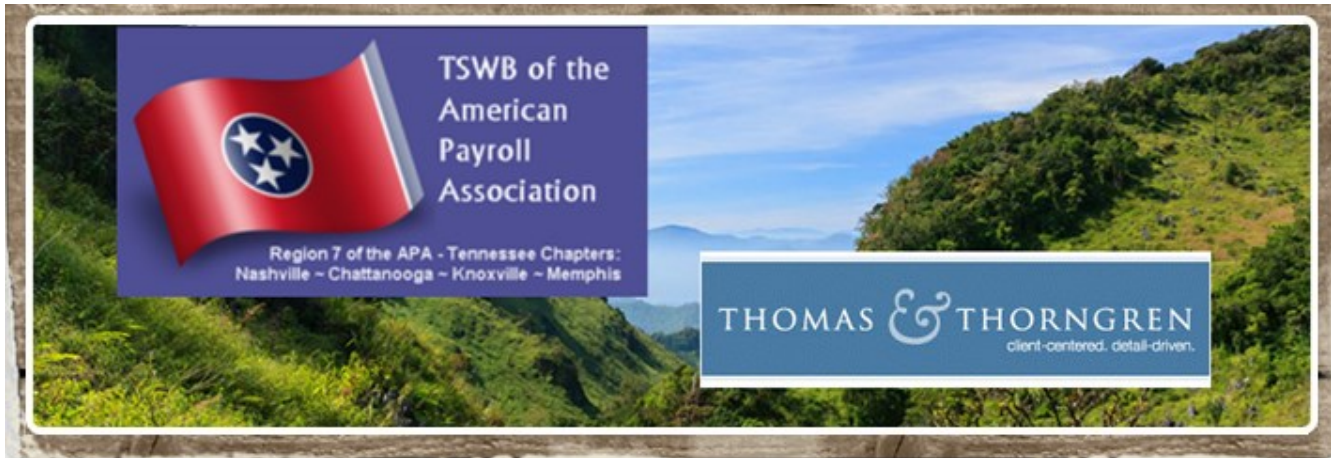
## Upcoming Events

See page 11 or visit the GNC website under chapter calendar.

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

Thomas & Thorngren has become our first DIAMOND Sponsor for the TN Statewide. Please check out the link below to learn more about the comprehensive services they offer!

<http://www.thomasandthorngren.com/>

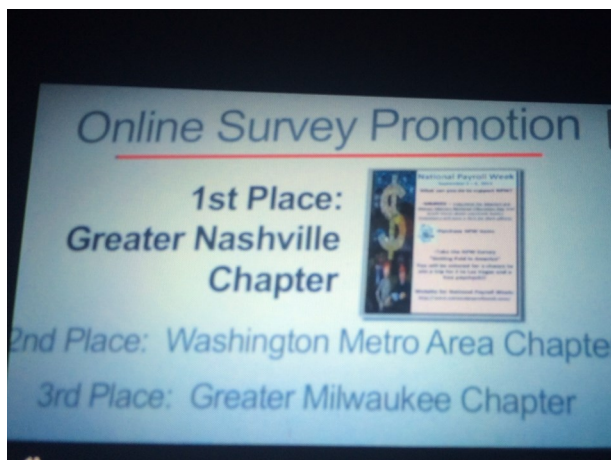


### CONGRESS AWARDS

Minneapolis, MN Convention Center—MAY 13—17



Congratulations Greater Nashville APA Chapter and the TN Statewide Board



Chapter of the Year (2014 APA Congress) "Honorable Mention"

## TN Statewide Payroll Conference—REGISTER AND PAY BY 6/1/14 to be entered into a drawing for a \$200 VISA gift card—August 13—15

### Thursday August 14, 2014 / Sessions 1 thru 5

#### Session # 1: Thur 9:45am - 10:45am \*

- 1A: TN Child Support
- 1B: Deductions-Lawful & Unlawful
- 1C: Recruiting, Hiring

#### Session # 2: Thur 10:50am - 11:50am \*

- 2A: PayCards-Electronic Solution
- 2B: Develop a Cohesive Team
- 2C: Payroll Fraud & Privacy

#### Session # 3: Thur 1:45pm - 2:45pm \*

- 3A: Wage & Hour Overtime
- 3B: Liability- I-9
- 3C: DOMA & OFCCP Compliance

#### Session # 4: Thur 2:55pm - 3:55pm \*

- 4A: UI Integrity
- 4B: Using Metrics
- 4C: Payroll Research

#### Session # 5: Thur 4:05pm - 5:05pm \*

- 5A, 5B, 5C: Affordable Care Act

### Friday August 15, 2014 / Sessions 6 thru 10

#### Session # 6: Friday 8:00am - 9:00am \*

- 6A: Advanced FMLA Issues
- 6B: Garnishments
- 6C: Cash is Cash

#### Session # 7: Friday 9:05am - 10:05am \*

- 7A: Employment Tax Issues
- 7B: Emotional Intelligence-Success
- 7C: Performance Reviews

#### Session # 8: Friday 10:35am - 11:35am \*

- 8A: CPP/FPC Prep
- 8B: Multi-State Issues
- 8C: Payroll Testing

#### Session # 9: Friday 1:05pm - 2:05pm \*

- 9A: Six Sigma Strategies
- 9B: Basic Payroll Accounting
- 9C: Record Keeping

#### Session # 10: Friday 2:10pm - 3:10pm \*

- 10A: Discrimination-State/Fed
- 10B: Payroll Customer Service
- 10C: Effective Business Communications

Details and speaker bio can be found on the TSWB website at:

<http://www.tswb-apa.net/>

Registration will begin on Wednesday night and will be followed by the Welcome House networking event

\*\*\*13 RCH Credits!\*\*\*

Cost:

Local APA Chapter Member  
\$215.00

Non-Member: \$280.00



## MARK YOUR CALENDAR—TN STATEWIDE AUGUST 13—15...

Are you Memphis Bound? Think of all the possibilities.....

You don't want to miss out on this year's TN Statewide Conference, themed "Payroll—Always on my Mind", which will be held at the Holiday Inn University of Memphis! The conference seeks to bring together all of the TN chapter members from Knoxville, Memphis, Nashville, and Chattanooga into one gigantic learning experience. The registration forms and additional conference information can be found by visiting the website at: <http://www.tswb-apa.net>

**TSWB – TN Statewide Payroll Conference 2014**



**August 13 – 15. 2014**

**PAYROLL "ALWAYS ON MY MIND"**

Holiday Inn University of Memphis  
3700 Central Ave.  
Memphis, TN 38152

Memphis is a wonderful city to visit and you are just a short drive away from Tunica!

But, there is plenty to do right nearby the hotel such as visiting Graceland, Pyramid Arena, Beale Street Historic District, the National Civil Rights museum, and Mud Island. Don't miss out on all the fun and training that will help you be prepared for that next promotion or challenging job assignment!

Did you know that the TSWB won 3rd place honors at the 32nd Annual Congress in MN in the 2014 Best Statewide or Regional Meeting category?

TSWB in conjunction with the local chapter continues to excel in quality education and entertainment by being recognized 4 years in a row with an award winning statewide meeting!

Bonette Bond, FPC—TSWB Facilitator





9) The *minimum* federal tax liability in a deposit period that requires an employer to deposit taxes on the very next business day is \$150,000

FACT or... Crap ?

A slide with a blue background and a hand pointing to the right. The text is in white and yellow. At the bottom, it says "FACT or... Crap ?" in a colorful, stylized font.

## Upcoming APA Events—Nashville TN—Garnishment Forum—Aug 13, 2014

### One Day Class

By attending this class you will receive a detailed overview of both federal and state garnishment laws and their impact on payroll

Learn how to prioritize multiple orders

How to handles out-of-state orders

How to calculate the amount to withhold from the employee's pay

15 classes nationwide in August!

Go to [www.americanpayroll.org/garnish.html](http://www.americanpayroll.org/garnish.html) for the complete course schedule.

APA Member \$429

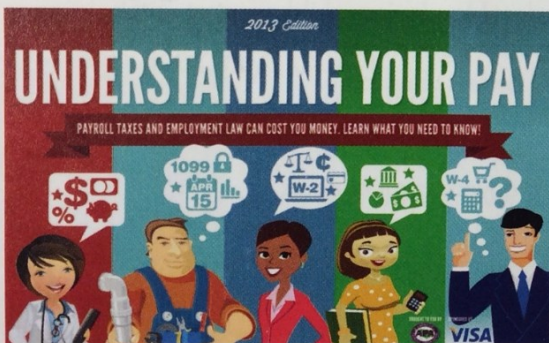
Colleague of an APA Member \$510

Non-Member—\$610

Also there are 4-part Webinar and Webinar On Demand Options Available—view details online

### Publications

Want to gain a better understanding of how payroll works or reduce employee questions in the payroll department?



Download the e-book *Understanding Your Pay* absolutely free through the sponsorship of Visa!



*Understanding Your Pay* presents pay concepts in easy-to-understand language, with helpful examples and illustrations. It answers your employees' questions about Forms W-4 and W-2, payroll taxes, withholding, deductions, and more.

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

## 2014 Community Service—Open Table Nashville



The Greater Nashville chapter continually explores opportunities to partner and serve various organizations within the Nashville Community. Donation cups will be placed on the luncheon tables throughout the year. Your spare change and dollars will go a long way to help this population get back on their feet and receive the necessary shelter, food, care, and services needed to disrupt cycles of poverty and provide education about the issues of homelessness. Thank you in advance for your generous gifts of time, money and supplies!

## WELCOME HOME KIT LIST

New & gently used items welcome

- 13 gallon trash can + bags
- Cleaning supplies (including laundry detergent and dish soap)
- Basic hygiene supplies (toothpaste & toothbrush, soap, shampoo)
- Shower curtain + rings
- Can opener and basic cooking & eating utensils
- Coffee pot + filters
- Oven mitts
- Dish towels
- Full size sheet set
- 4-place setting of plates, glasses, bowls
- Bath towels
- Pot, pan & baking dish
- Pillow(s)
- Blanket/comforter

## NPW 2014 (Sept 1—5) —Money Matters National Education Day

On this day payroll professionals from all over the world will be out in force helping educate local high school students on how to understand their paycheck, electronic pay, direct deposit, pay cards, tax withholding, and other deductions. You can be a part of this exciting movement! National APA has already prepared the lesson plans and all you have to do is volunteer. National APA has already published a volunteer form that can be found in the NPW section of the website. Once you complete the volunteer form you will be able to download the materials. APA has even prepared a sample letter that you can use to start reaching out to your local high school principals to inform them about NPW 2014 and request a time to teach the lesson. September 4th is designated as Money Matters National Education Day; however, you can teach the lesson plan anytime during the month of September and still qualify for 1 RCH credit.

High school kids generally do not receive this type of educational materials during the course of their high school career. As a result there are many questions when they get ready to fill out that first set of onboarding paperwork. What is a W4 and how do I fill it out? Why do I have to pay all of these taxes? What is the difference between gross pay and net pay? Let's help educate our young people by volunteering today.

Check out the quote on National APA's website from our very own chapter member, Sherry Dwyer, Software Support and Training Manager of Optimum Solutions "What a rush and a sense of accomplishment you feel after talking with students about their future and understanding their paychecks. It was so interesting to see the students' reaction when they realized the differences in a paycheck based on the types of taxes and the number of taxes deducted." Don't delay in completing your volunteer form because next year's quote could be from you!

### Money Matters National Education Day September 4, 2014





## NPW 2014 (Sept 1—5) —Article by Lisa Odom, CPS



Hello GNC Members!

As NPW Director, I just wanted to share the new 2014 Artwork with everyone. I think it looks really great this year. Please visit the NPW website to learn about the artist,

P.E. Robinson. The NPW website address is: <http://www.nationalpayrollweek.com>

Start counting down the days for NPW week! This year NPW will be September 1<sup>st</sup> – 5<sup>th</sup>.

Our 2014 Community Service project for NPW will be announced very soon. We have enjoyed in the past preparing dinner for the American Cancer Society's Hope Lodge. We may continue our dinner preparation there, but we want to solicit ideas of other organizations we could help out as well. If you have another organization that you think we should support during NPW, please let me know. We all LOVE working with the Hope Lodge, but we can always branch out to other organizations.

Please begin to think of ways to celebrate NPW at your own office this year. Announcements will begin soon about ways that you can help with our local chapter's participation with NPW locally. You should be able to order NPW 2014 Gear soon. The site as of 3/10 looked as if it were being updated.

In 2013, our chapter won the [2013 NPW Online Survey promotion](#) contest award!

We will have more contests in 2014 for our members as well. We want to promote NPW this year in bigger ways!

More information will be announced in the coming months.

Please contact Lisa Odom, Director of NPW, at [lisa.m.odom@adp.com](mailto:lisa.m.odom@adp.com) or 615-481-5143 if you would like to assist with NPW in any capacity this year.

Thanks so much for your assistance in 2013!

Sincerely,

Lisa Odom  
NPW Director



# Officer Spotlight— Lisa Odom

## Director NPW



*How long have you been a member of APA?* 4 years.

*What are some of the benefits you have received through APA membership both National and Local?* I've had a lot of fun getting to know new people. I have enjoyed the many different lunch-eon topics and really life hearing directly from payroll processors what they experience on the job

*How long have you been working in the payroll industry, and how did you get started?* I have been working for Automatic Data Processing (ADP) for 28 years. I began as the local Nashville office administrator and then moved to different positions over the years. I am enjoying training clients on our different modules that we offer

*Tell me about the key people that have influenced you or made a strong impact on your career success?* My manager over the years have helped me to grow into the professional I am today. Each employee at ADP has an individual development plan and I meet with my manager once a month regarding this and other topics. Each manager I've had helped me to plan where I want to be in the future

*How often do you process your payroll, and what system do you use?* I am not a payroll processor, but I hear from my clients daily on their processes and routines!

*What has been your greatest accomplishment?* I think being a mother, wife and daughter are the big accomplishments! But I think back to 1986 when I answered the ad in the newspaper for ADP. I had no idea that when I accepted that job, it would turn into the career I have today. I was very unsure of what I wanted to do when I got out of college. I feel very lucky to have stumbled upon the job. I have mad many roles over the last 28 years, so I feel lucky to have a career that has allowed me to work for the same company, but to feel that I had many different jobs all at the same time.

*If you weren't in payroll, what career could you see yourself working?* Possibly a teacher or other type of trainer in another field. I ant to work at the Ryman Auditorium when I retire!

*What are your hobbies and/or personal interests?* I love gardening & home improvement projects.

*What payroll trends do you see growing in the future?* I feel that outsourcing HR functions are becoming very popular. Clients who don't have a strong HR department or have anyone at all are seeking assistance from outside companies in that area.

# Events Schedule

### Payroll Issues for Multi-State Employers

April 9, 2014

Nashville, TN

### Garnishment Forum

August 13, 2014

Nashville, TN

### Preparing for Year End and 2015

November 7, 2014

Nashville, TN

### TN Statewide Payroll Conference

August 2014

Theme: Payroll, Always on My Mind

Location: Memphis, TN

### APA - 32nd Annual Congress

May 13—17, 2014

Minneapolis, MN

### National Payroll Week

September 1-5, 2014

### Monthly GNC Chapter Meetings—2nd Harvest

February 20	September 18
March 20	October 16
April 17	November 20
May 22	December 11
June 19	
July 17	

# Links

#### TSWB TN Statewide Board

<http://www.tswb-apa.net>

#### Greater Nashville Chapter

<http://www.apanashvilletn.org>

#### National APA

<http://www.americanpayroll.org>

#### TSWB DIAMOND Sponsor

<http://www.thomasandthorngren.com/>



2014 NPW Poster

# *Greater Nashville Chapter Officer's*

<b>Title</b>	<b>Name</b>
President:	Bonetta Bond, FPC
President Elect:	Michelle Bacher, CPP
Immediate Past President:	Lisa Wachter, CPP
Treasurer:	Machelle Morris, CPP
Secretary:	Wanda Nelson, FPC
Director Of Membership:	Beverly Hamilton
Director Of Education:	Antonio Ruiz
Director Of Public Relations:	Rebecca Ellis, CPP
APA Liaison:	Aaron Carr, CPP, SPHR
Government Liaison:	Darlene Greer, CPP
Director of NPW:	Lisa Odom, CPS
Director of Fundraising /Community Service:	Angie Sowers, CPP
Website Administrator:	William (Butch) Dwyer
Help Desk Administrator:	Open
News Letter Editor:	Lisa Wachter, CPP

## **Chapter Mission Statement:**

To **PROVIDE** economical, quality education and networking opportunities to Middle Tennessee Payroll Professionals. **PROMOTE** excellence within our profession. **MOTIVATE** and **EMPOWER** our members by providing the tools to be knowledgeable concerning the constantly changing and complex federal, state, and local regulatory issues.

**Greater Nashville Chapter of The American  
Payroll Association  
P. O. Box 292937  
Nashville, TN 37227-2937**

Newsletter Published by Lisa Wachter, CPP  
Phone: 615-855-4000  
Cell: 615-308-3957  
E-mail: lwachter15@gmail.com



**TN APA Chapters Region 7.  
Regional Advisor: Rosemarie  
Fraumeni, CPP**

rfraumeni@comcast.net  
978-621-0270



## May Birthdays

- May 2 Marie Brock, CPP
- May 7 Kathy Vermilye
- May 9 Machelle Morris, CPP
- May 15 Teresa Summers
- May 17 Melissa Garrett, CPP
- May 21 Antonio Ruiz
- May 21 Christine Behnke
- May 25 Imelda Karlson

