

Colonial Capital Chapter News

Fall 2009

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Grove Christian Outreach Center “Back-to School Event”



The **Colonial Capital Chapter** is happy to share, on September 10th, 2009 Lacy Johnson, CPP, Dana Jones, and Stephanie Salavejus, CPP volunteered at the Grove Christian Outreach Center's "Back-to-School" event.

The Back-to-School event is an annual event put on by the Grove Christian Outreach Center. It is to help bless the kids as they journey back to school. This can be a very difficult time in a parent's life if they do not have the means to provide school-mandated school supplies. The GCOC tries to alleviate this burden facing our families by throwing a festival-like event where the prizes for the games are much needed school supplies.



More than 400 students enjoyed the festivities, which included games, a rock wall, a bounce house and Jesus Bingo. In addition everyone enjoyed the all you could eat hot dogs, cookies, drinks, popcorn and cotton candy.

New Employment Eligibility Verification Form: I-9 Expiration Date August 31st, 2012

U.S. Citizenship and Immigration Services (USCIS) recently issued an updated version of the Employment Eligibility Verification form known as Form I-9. The old form was amended with a new revision date of Aug. 7, 2009, and is now set to expire **Aug. 31, 2012**. The revision dates are located on the bottom right-hand portion of the form. Employers do not need to fill out new forms for current employees.

Employers must complete a Form I-9 for all newly hired employees to verify their identity and authorization to work in the United States.

All documents presented during the verification process must be current and unexpired, according to USCIS. Employers cannot request specific documents from employees. Under federal law, the employee selects which documents she or he wants to present as part of the I-9 verification process.

Employer Civil and criminal penalties may ensue if I-9 form edicts are violated. Form I-9 must be kept by the employer for three years after the date of hire or one year after employment is terminated, whichever is longer. The form must be available for inspection by authorized U.S. government officials, such as the Department of Homeland Security and the Department of Labor.

Click [here](#) to obtain the revised I-9 form or visit the USCIS web site. Employers that do not have computer access can order the Form I-9 by calling the toll-free forms line at (800) 870-3676.

Join Us:

**November 19th, 2009
Breakfast Meeting**

Guest Speaker:

Jillian Robinson, CPP

Topic: "Preparing for Year-End Reporting"

Location: PenSoft

151 Enterprise Drive Newport News, VA 23603



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Due Diligence in Payroll

An opening for a payroll manager with a major corporation listed due diligence as one of the job requirements. With further inquiry, it was determined the company developed a solid practice to protect the company from potential litigation and secure the privacy of its employees.

Due diligence can be defined as the effort management or owners make to avoid harm to the company and the employees working for them. This may seem self evident but even the most conscientious of companies have demonstrated weakness in their ability to properly secure confidential employee information.

Employee records contain a wealth of sensitive information and if stolen or accessed by an unauthorized individual can cause severe harm to the employee and company. Employees have filed claims against their employers based on negligence and failure of due diligence. Damages have been awarded to employees if it can be proven the negligence was foreseeable and preventable by exercising due care. A company's legal liability will depend on the preventive measures in place at the time of the incident.

Most companies install firewalls, implement policies and procedures, and provide employees with detailed documentation; but there can still be weak points. Sending sensitive information in e-mail correspondences or the use payroll as the password in their payroll application is two of the most noted violations. It is important to present the company's policy in a manner that increases employees and management's security awareness then motivates employees to think first. Helping everyone in the company recognize the important role they play in the security process is half of the battle.

Employers should the check references of any employees responsible for handling confidential information. Implement security measures to safeguard against theft or improper sharing of personal employee data, such as Social Security numbers, banking information and dates of birth.

Developing company-wide policies to protect confidential information is both feasible and affordable. Information security measures protects confidentiality, minimizes the company's liability exposure, and provides a justifiable basis for due care.

This article was provided by the following sponsor:



Helping Hand To Our Members



The Colonial Capital Chapter has changed the meeting outline so we can offer 2 hours of education for our breakfast meetings. With the economy being so tight, many of our members are facing large budget cuts and continuing education is one of the first to get trimmed.

The Colonial Capital Chapter of the APA is here to help support our members by providing affordable recertification credits to help keep their company in compliance.

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“ Mayhem on the Payroll Express”

Hurry: Register before it's too late!

We are excited to announce the winners of the 2009 VSPC Registration Raffle: Denise Smith, FPC – Gloucester County Government and Lacy Johnson, CPP—Williamsburg James City County Schools.

Registration for the 2009 Virginia Statewide Payroll Conference ends September 18th, 2009. There is still time to register to take advantage of this great opportunity for affordable recertification credits. Register at www.vspc-apa.com.

Why Attend?

Professional Development: Build your payroll and HR knowledge with new ideas and inspirations, and learn to use the tools that will advance your professional career. **Earn 10 Recertification Credits**

Network with Payroll Leaders: Connect with payroll and HR professionals throughout Virginia. The conference has a wide community of payroll and HR professionals from major corporations. Interact with business executives who share the same challenges as your organization.

Share Best Practices: Talk with other attendees and find out what's working for their organization and discover new ideas to improve your organizations productivity.

Grove Outreach Christian Center— Food Drive



The Colonial Capital Chapter of the APA wants to thank everyone who participated in Grove Christian Outreach Food Drive. Each member who attended the August meeting brought at least 5 cans of non-perishable food. In addition to what we had collected since June we were able to help those needing assistance put a healthy meal on the table for their family.

Once again our chapter members stepped up to the challenge and showed how hard they are willing to work for our community.

All food collected helps to feed families in Williamsburg. Food is available to clients of the Grove Outreach Christian Center based on individual need and emergency situations.