

Colonial Capital Chapter News

Spring 2009

Volume 4, Issue 1

2009 Meeting Topics

June 18th, 2009

**Speaker: Michelle Wright, CPP
Senate of Virginia**

Topic: "You Have No Limits"

September 17th, 2009

Speaker: Audio

**Topic: "How to Have a Successful
Payroll Department"**

August 20th, 2009

Speaker: Stephanie Salavejus, CPP

**Topic: "Continuing Education for
Payroll Professionals"**

November 19th, 2009

Speaker: Jillian Robinson, CPP

**Topic: "Preparing for Year-End Re-
porting"**

Future Goals of the Colonial Capital Chapter of the APA from Jillian Robinson, CPP CCC President

Another successful year has passed for the Colonial Capital Chapter of the APA. New friends were made, old friends moved on to different projects in their lives, and our chapter put another notch in the belt of accomplishment. As the newly elected President of the CCC, I couldn't be more excited to take the reins of such an extraordinary organization. We have a group of members with big hearts, determination, and the kind of professionalism the APA deserves.

My goals for the CCC in the next two years involve our membership numbers, and our structure. Our meeting space may change, and I see this as an opportunity to make new friends in our community. I want to see our chapter increase in membership size and participation. We can make ourselves real contenders in the bid for chapter awards with a little effort and a whole lot of determination. I would like to see more members getting involved in chapter activities. There are many additional positions we can establish to become a larger, more rounded organization. We can also reach higher in our participation in community service. Let's try to shatter our record of almost \$1,000 dollars by our chapter alone to the March for Babies foundation.

So let's get this ball rolling for 2009. We can roll up our sleeves and dig into something special. Together we can continue to make the CCC not only a group of skilled professionals, but people with a place to network and share our accomplishments and our drive to educate with others.

Change will not come if we wait for some other person or some other time. We are the ones we've been waiting for. We are the change that we seek." -President Barack Obama

Join Us:

**April 16th, 2009
Breakfast Meeting**

Guest Speaker:

Mr. Agar Thomas

**Topic: "Privacy and Security
Laws Training"**

Location: PenSoft

151 Enterprise Drive Newport
News, VA 23603



May 9th, 2009

Great Wolf Lodge

Team Name: CCC Speedsters

Goal \$1000.00

Register:

[http://www.marchforbabies.org/
s_team_page.asp](http://www.marchforbabies.org/s_team_page.asp)

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NEW HIRE REPORTING

Why is new hire reporting required?

In 1996, Congress enacted a law called the Personal Responsibility and Work Opportunity Reconciliation Act (or PRWORA) as part of Welfare Reform. This legislation created the requirement for employers in all 50 states to report their new hires and rehires to a state directory.

New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who change jobs frequently, and quickly locates non-custodial parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they deserve. Employers serve as key partners in ensuring financial stability for many children and families and should take pride in their role.

When do I have to report?

Virginia Statute 63.2-1946 requires all employers to submit their new hire reports within 20 days after the employee is hired or re-hired or returns to work. Employers who submit reports magnetically or electronically shall submit the reports in two monthly transmissions not more than sixteen days apart.

Who is required to report?

Employers and/or labor organizations doing business in the State of Virginia must report the following:

New employees - All employees who reside or work in the State of Virginia to whom the employer anticipates paying earnings should be reported even if they work only one day and are terminated (prior to the employer fulfilling the new hire reporting requirement).

Rehires or recalled employees - Employees who return to work after being laid off, furloughed, separated, granted a leave without pay, or terminated from employment. Employers must also report any employee who remains on the payroll during a break in service or gap in pay, and then returns to work (including teachers, substitutes, seasonal workers).

Temporary employees - Temporary agencies are responsible for reporting any employee who they hire to report for an assignment. Employees need to be reported only once; not each time they report to a new client. They do need to be reported as a rehire if the worker has a break in service or gap in wages from your company.

How do I report new hires?

The Virginia Directory of New Hires offers many options that make reporting easy!

Online reporting - This is the easiest and most efficient way to report new hires!

Create your own electronic new hire reports - Visit our website for detailed instructions and electronic data transmission methods for creating electronic new hire reports.

Printed list - The printed list must contain all of the required information on the new hire reporting form, be created using at least a 10-point font size, and have the employer's name, Federal Employer Identification Number, and address clearly displayed at the top of each page of the report.

New hire reporting form - You may download, print, fill out, and fax or mail the form.

W-4 form - If you choose to submit a W-4 form as a new hire report, please ensure that each W-4 is easily readable and has the employer's name, Federal Employer Identification Number, and address written at the top of each form or in blocks 8 and 10 on each form.

Payroll service - If you use a payroll or accounting service, consider asking the service to report your new hires for you. Leading payroll services are already electronically reporting new hires for thousands of employers.

Please call the Virginia New Hire Reporting Center toll-free at (800) 979-9014 for any questions regarding the new hire reporting process. Our telephone system can help you 24 hours a day, seven days a week. Help desk staff are available to answer your questions Monday through Friday from 8:00am to 5:00pm Eastern Time.

Virginia New Hire Reporting Center

P.O. Box 25309-Richmond, VA 23260-5309

Toll-free fax: (800) 688-2680- www.va-newhire.com

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9th Annual Virginia Statewide Payroll Conference

“Mayhem on the Payroll Express”

October 15-16th, 2009-Roanoke Virginia



As payroll professionals we can now breathe a sigh of relief. Year End is complete and the W-2's have been delivered. As the conference chair for 2009, I would like to thank everyone that provided us with comments and suggestions for this year's Statewide Payroll Conference.

The conference committee is busy planning this year's conference. It will be held at the Hotel Roanoke on October 15th and 16th. The theme for this year is “Mayhem on the Payroll Express”. We have some very exciting breakout sessions planned, as well as something different for the Thursday night social. New this year is the establishment of the Virginia Statewide Payroll Conference web site. This will be the one stop site for all your conference information. The VSPC committee is working very hard to make this an informative and entertaining event. We look forward to seeing you there! Vickie Mason-VSPC – Chair Person

IR-2009-15, Feb. 26, 2009 —WASHINGTON — The Internal Revenue Service today released new detailed information that will help employers claim credit for the COBRA medical premiums they pay for their former employees.

The IRS unveiled new information on this Web site, IRS.gov, that includes an extensive set of questions and answers for employers. In addition, the Web site contains a revised version of the quarterly payroll tax return that employers will use to claim credit for the COBRA medical premiums they pay for their former employees.

Form 941, Employer's Quarterly Federal Tax Return, will also be sent to about 2 million employers in mid-March. The form is used to claim the new COBRA premium assistance payments credit, beginning with the first quarter of 2009.

“This is the first step in our effort to provide employers with information on this important health benefit for people who have lost their jobs,” said IRS Commissioner Doug Shulman. “We will continue our work in the weeks ahead to help employers implement this crucial change for the nation's unemployed.”

The American Recovery and Reinvestment Act of 2009, which became law last week, includes changes to the health benefit provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985, commonly referred to as COBRA. The new law will affect former employees and their families, employers and others involved in providing COBRA coverage.

Under the new law, eligible former employees, enrolled in their employer's health plan at the time they lost their jobs, are required to pay only 35 percent of the cost of COBRA coverage. Employers must treat the 35 percent payment by eligible former employees as full payment, but the employers are entitled to a credit for the other 65 percent of the COBRA cost on their payroll tax return.

Employers must maintain supporting documentation for the credit claimed. This includes:

Document of receipt of the employee's 35 percent share of the premium.

In the case of insured plans: A copy of invoice or other supporting statements from the insurance carrier and proof of timely payments of the full premium to the insurance center.

Declaration of the former employee's involuntary termination

COBRA provides certain former employees, retirees, spouses, former spouses and dependent children the right to temporary continuation of health coverage at group rates. COBRA generally covers health plans maintained by private-sector employers with 20 or more full and part-time employees. It also covers employee organizations or federal, state or local governments. It does not apply to churches and certain religious organizations. The new COBRA subsidy provisions also apply to insurers required to offer continuation coverage under state law similar to the federal COBRA.

More information about COBRA payments and the new law is available on www.dol.gov.