



# COLONIAL CAPITAL CHAPTER NEWS

Summer 2007

Volume 2, Issue 2

## Toano Middle School Supply Drive

Special points of interest:

- **2007-2008 School Supply Drive**
- **Ethics in the Workplace**
- **7th Annual Statewide Payroll Conference in Charlottesville, VA, September 27th & 28th, 2006**
- **National Payroll Week Join the Celebration.**
- **Sponsor Appreciation**
- **Congratulations to our CPP/ FPC Study Group Coordinator**



### 2007-2008 School Supply Drive

Collect School Supplies for Toano Middle School  
August 1st -September 5th, 2007

**Suggested Donation Items:**

**Pencils   Glue   Markers   Erasers  
Paper   Crayons   Scissors   Notebooks**

Help us reach our goal of collecting \$1,000 worth of supplies by September 5th for Toano Middle School teachers and students! It is easy as ABC! Ask your employer or church if you can setup a collection box for collecting school supplies. Post flyers on message boards and ask if you can sent out a company wide e-mail. A great way to get your fellow co-workers and friends to participate is to make it a competition.

Bring your collection of supplies to the September breakfast meeting. If you are not able to attend the meeting e-mail Stephanie at [ssalavejus@pensoft.com](mailto:ssalavejus@pensoft.com) and she will make arrangements to pick up the supplies. The Colonial Capital Chapter member who collects the most supplies wins a gift basket valued at \$50.00.

## Ethics in the Workplace

### Workplace Ethics – Definition

The word "ethic" is defined in Webster's New World Dictionary as, "a system of moral standards". There are those who have said having ethics is doing the right thing when no one is looking. Ethics is a personal choice and therefore, how workplace ethics are governed depends upon the personal ethics of management as well as the employees who work for the company.

### Workplace Ethics – Standards

Workplace ethics are an extension of the personal standards or lack of them inherent in the employees within the company. It is amazing at the press and attention given to individuals who

have proven they are devoid of moral ethics by the way they conducted their business. It seems it is the opinion of many, immoral workplace ethics is only wrong if they are caught. It falls in the same category to those who ask if a tree falls in the forest and no one is there does it still make noise?

Employee Work Ethics:

- Arrive on time.
- Work 100% of the time during your scheduled working hours.
- Respect the company's resources, equipment, and products. Don't "borrow" office supplies.
- Respect the company.



Is payroll compliance making your head spin?  
Register Today  
7th Annual Virginia Statewide Payroll Conference  
September 27-28th, 2007  
The Omni Hotel-Charlottesville, VA  
Online registration at [www.apa-richmond.com](http://www.apa-richmond.com)



Congratulations to Leslie A. Foster, Accounting Supervisor with Lumber Liquidators Inc., winner of the 2007 CCC Virginia Statewide Payroll Conference Raffle.

Leslie receives free registration to the 7th Annual Virginia Statewide Payroll Conference. This prize is valued at \$225.00 and earns her 9 RCH credits upon completing the conference.

If you are interested in learning more about the VSPC log on to [www.ccc-apa.com](http://www.ccc-apa.com) and click the VA Statewide Conference link.



## NATIONAL PAYROLL WEEK SEPTEMBER 3-7, 2007

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 \$1.5 trillion, or 64.3%, of the annual revenue of the U.S. Treasury. Colonial Capital Chapter members give yourself a round of applause for all you do to ensure employees of your organization are paid correctly.

### Thank you to our sponsors:

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### Congratulations to Melinee D. Cody

There are so many payroll professionals who volunteer, gladly giving of themselves and don't look for praise and glory. They volunteer because they enjoy helping others achieve their dreams and goals. It's time to let them shine.

We all know it takes time and dedication to have a successful CPP/FPC Study Group. Lets give a big round of thanks to Melinee D. Cody the Colonial Capital Chapter's Study Group Coordinator.

The American Payroll Association will be recognizing and celebrating the Study Group Coordinators for all their hard work towards the education of payroll professionals. The APA Chapter Relations Department will be mailing the fall 2006 and spring 2007 Study Group Coordinators a Certificate of Recognition in early August in addition to being included in an article in the October issue of PAYTECH.