

Colonial Capital Chapter News

Summer 2008

Volume 3, Issue 2

Virginia Statewide Payroll Conference

October 16-17th, 2008
Kingsmill Marriott, Williamsburg, VA



Score a Home Run by Attending the 2008 8th Annual Virginia Statewide Payroll Conference!

The 8th Annual Virginia Statewide Payroll Conference helps new and current payroll professionals remain up-to-date in the ever changing payroll industry and prepare for the FPC and CPP Certification Examinations.

The VSPC is a very affordable option for continuing education in the field of payroll and qualified recertification credits. The conference takes place October 16-17th, 2008, at the Kingsmill Marriott in Williamsburg, Virginia. Registration is available online at www.apa-richmond.com.

Colonial Capital Chapter Raised \$981 for the March for Babies!



The Colonial Capital Chapter of the APA wants to thank everyone who participated in raising money for such a great cause.

We were surrounded by good friends, good food and lots of fun. There was plenty of activities for everyone and the Great Wolf Lodge made the experience a real pleasure.

Join Us:
August 21st, 2008
Breakfast Meeting

Guest Speaker:

Keith Barron

Topic: "Workman's Compensation"

Location: 5700 Williamsburg Landing Drive Wmbg, VA 23185



Citation of Merit Award



The Colonial Capital Chapter is happy to announce that four of its members, earned a Citation of Merit Award from the American Payroll Association. Each received the award based on their exemplary years of service to the payroll profession and industry. For those in attendance, the awards were presented during a ceremony at the American Payroll Association's 26th Annual Congress in Austin TX, May 13-17th. Congratulations to Stephanie Salavejus CPP, Melinee Cody CPP, Dan Dycus CPP, and Michelle Wright CPP.

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Securing Personal Information

In today's electronic age, it is almost impossible to be in business and not collect or hold personally identifying information — names and addresses, Social Security numbers, credit card numbers, or other account numbers — about your customers, employees, business partners, students, or patients. If this information falls into the wrong hands, it could put these individuals at risk for identity theft.

Identity Theft

Identity theft occurs when someone uses an individual's personal identification information, like name, Social Security number, or credit card number, without permission, to commit fraud or other crimes.

The FTC estimates there are as many as 9 million Americans who have their identities stolen each year. In fact, you probably know someone who has experienced some form of identity theft.

The crime takes many forms. Identity thieves may rent an apartment, obtain a credit card, or establish a telephone account in the individual's name. Many times they do not find out about the theft until reviewing their credit report or a credit card statement and notice charges they didn't make—or when they are contacted by a debt collector.

Prevention

Store sensitive personal data in secure computer systems. Make sure your wireless network is protected with the proper security settings. Store physical documents in secure spaces such as locked file cabinets. Data should only be available to qualified persons.

Dispose of documents properly, including shredding paper with a micro-cut shredder, destroying computer drives and CD-ROMs, and so on.

Build document destruction capabilities into the office routine. Place shredders around the office, near printers and fax machines, and near waste baskets. Use micro-cut shredders versus strip-shredders. Make sure outside dumpsters are locked and inaccessible to the public.

Conduct regular staff training, including new employees, temporary employees, and contractors.

Put limits on data display and disclosure of SSN. Do not print full SSNs on paychecks, parking permits, staff badges, time sheets, training program rosters, lists of who got promoted, on monthly account statements, on customer reports, and so on. Do not print SSNs on mailed documents or require that they be transmitted via the Internet unless allowed by law.

Restrict data access to staff with legitimate need to know. Implement electronic audit trail procedures to monitor who is accessing what. Enforce strict penalties for illegitimate browsing and access.

Conduct employee background checks, especially for individuals who have access to sensitive personal information. Screen cleaning services, temp services, and contractors.

Safeguard mobile devices that contain sensitive personal data, such as laptops, Blackberries, PDAs, and mobile phones. These are a favorite target of thieves.

By taking the time to implement the above mentioned procedures will ensure you have done your part in protecting your customers and/or employees personal information

Article provided by:



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Standard Mileage Rate Increases to 58.5 Cents per Mile July 1st, 2008

The standard mileage rates for the use of automobiles beginning July 1, 2008, will be 58.5 cents per mile for business miles driven, and 27 cents per mile driven for medical or moving purposes, the Internal Revenue Service announced June 23 (IR-2008-82; Announcement 2008-63; Revenue Procedure 2007-70 is modified). The new rates compare to 50.5 cents per mile for business travel and 19 cents per mile for moving and medical travel for the first half of 2008. The rate for miles driven in service of charitable organizations has remained the same—at 14 cents-per-mile—because the amount is set by statute, IRS said in its information release.

“Given the increase in prices, the IRS is adjusting the standard mileage rates to better reflect the real cost of operating an automobile,” said IRS Commissioner Doug Shulman.

National Payroll Week Celebration



AMERICA WORKS
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The chapter is asking for ideas from the members on how we can show our chapter spirit and celebrate National Payroll Week. Every member is a vital part of our efforts to promote public awareness about NPW and its importance.

National Payroll Week celebration is scheduled for September 1-5, 2008. NPW 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 \$1.7 trillion, or 64.2%, of the U.S. Department of Treasury's annual revenue.

Submit your ideas to: ssalavejus@pensoft.com with NPW Celebration in the subject heading.

All entries received by August 1st will go on the ballot for consideration. Members will be asked to vote electronically for one of the ideas listed and the winner will be announced at the August 21st breakfast meeting.

The winning submission will receive a prize gift basket worth \$50.00..