

2013  
21st Annual APA

# NJ STATEWIDE PAYROLL CONFERENCE



APPROVED FOR 6 RECERTIFICATION HOURS BY:



## Renaissance Woodbridge Hotel

515 US Highway 1 South, Iselin, New Jersey 08830

<http://www.marriott.com/hotels/travel/ewrwd-renaissance-woodbridge-hotel/>

Phone: 1-732-634-3600

Fax: 1-732-634-0258

Toll-free: 1-800-468-3571



# Conference Overview

TIME	AGENDA	LOCATION
7:00 am to 7:50 am	Registration and Breakfast Meet with our Vendors	Lobby/Main Ballroom
7:50 am to 8:00 am	Opening Remarks	Main Ballroom
8:00 am to 9:30 am	Morning Keynote Speaker	Main Ballroom
9:30 am to 9:50 am	Break/ Meet with our Vendors	Lobby
9:50 am to 10:50 am	<b>Workshop Session 1</b>	Classrooms
10:50 am to 11:20 am	Break/ Meet with our Vendors	Lobby
11:20 am to 12:20 pm	<b>Workshop Session 2</b>	Classrooms
12:20 pm to 1:40 pm	Lunch / Meet with our Vendors	Lobby
1:40 pm to 2:40 pm	<b>Workshop Session 3</b>	Classrooms
2:40 pm to 3:10 pm	Break/ Meet with our Vendors	Lobby
3:10 pm to 4:40 pm	Afternoon Keynote Speaker	Main Ballroom
4:40 pm to 5:00 pm	Closing Session	Main Ballroom

## Keynote Speakers



Todd Hunt  
Business Humorist  
The Hunt Company  
**Morning Keynote Speaker**



Michael P. O'Toole, Esq.  
Senior Director of Publications  
and Government Relations  
American Payroll Association  
**Afternoon Keynote Speaker**

# Workshop Session Selection Options

**MORNING KEYNOTE SPEAKER 8:00am – 9:30am**

## Communication Bleeps and Blunders in Business

Todd Hunt, Business Humorist, The Hunt Company

You said one thing; your client or coworker heard something else. Nobody was wrong, but now everybody's confused...and you have to deal with it!

Laugh and learn as Todd Hunt shares real-life examples from business, revealing how we can improve our communication and become more successful. We'll also laugh at ourselves, with Todd leading the way -- he's a Recovering Anal Retentive Professional (RARP), who finally learned to lighten up!

Do you eat M&Ms in color order? Alphabetize your cereal boxes? Rearrange the dishwasher because you don't like the way your significant other loaded it? If so, you'll appreciate Todd's take on business and life. (If not, there's still hope.)

You'll howl as he acts out voice mail greetings, showing how we waste 240 hours each year waiting for the beep. His demonstration of the "correct" way to order fast food will challenge you to consider where your listener is coming from. And his recollection of junior high English teacher Miss Reiser will bring back memories of your own (fond or otherwise).

Todd speaks to organizations that want to add fun to their events and send members back to work smiling, with tips to communicate -- not just so clearly that we're understood, but so precisely that we cannot possibly be MISunderstood.

Prior to his speaking business, he owned a marketing company and worked for Ogilvy & Mather, the world's largest advertising agency. Laugh and learn as Todd Hunt shares real-life examples from business, revealing how we can improve our communications and become more successful. We'll also laugh at ourselves, with Todd leading the way—he's a recovering Anal Retentive Professional (RARP), who finally learned to lighten Up!

**Workshop Session 1 9:50am – 10:50am**

**1-A The Wonderful World of Form W-4**, Michael O'Toole, Senior Director of Publications, Education, & Government Relations, American Payroll Association

Form W-4 may be the most basic form in payroll, but it can also cause some very distressing problems. While employers no longer have to routinely send "questionable" W-4s to the IRS, has this change really reduced employer burden or just created a new set of concerns? We'll also discuss how to handle "exempt" W-4s, the "lock-in" letter process, and the special procedures for handling W-4s completed by nonresident alien employees.

**1-B Data Security**, Carolyn Munoz, Business Security Officer, ADP Globalview Initiatives

The internet has increased the availability of information exponentially over the last 20 years. It is rare to see a household or business that operates without it. Information and entertainment is at our fingertips in an instant. However, along with information there are threats that can endanger personal and business information if you aren't careful. Learn about the Thrills and the Threats of the Internet and how to Stay Safe On-Line.

**1-C Payroll Tax Implications of Employee Business Travel**, Gino Petrozzi, Manager National Tax – Employment Tax Advisory Services, Ernst & Young, LLC

This session will provide an overview of the implications of employee's business travel from a US employment tax perspective. We will cover what is driving today's compliance trends in this area, state employment and withholding tax basics, multi-state employment tax considerations, jurisdictional enforcement and noncompliance risks and planning considerations.

**Workshop Session 2****11:20am – 12:20pm**

**2-A** **Health Care Reform Update**, Ellen A. Feeney, Esq. & Margaret Phelan Ferrero, Esq.,  
Managing Senior Counsels, ADP Major Account Services

This session will be dedicated to highlighting the most relevant provisions that employers should know in preparation for complying with the elements of The Patient Protection and Affordable Care Act and the Health Care and Education Act of 2010 – commonly referred to as the Affordable Care Act (ACA) or Health Care Reform. This year celebrated the third anniversary of Health Care Reform which is now a definitive reality, bringing with it perhaps the most complex compliance challenge for midsized to large businesses in U.S. history.

Many businesses may not be adequately prepared. At the same time, the escalating cost of complying with Health Care Reform is among the critical challenges confronting employers. With several of the ACA's coverage and compliance mandates already implemented, and even more taking effect in the coming weeks and months, this session provides essential information midsized and large businesses need to know now about Health Care Reform.

**2-B** **World Class Process Mapping**, Adam Golden, Co-Founder and Principal of Major Oak Consulting

This is a "how to" process mapping session.

Mapping process flows is critical to understanding, documenting, and improving your processes. Learn how to develop world-class business process maps that highlight automation, best practices, manual steps, task assignment, activities of internal partners and external vendors, and more while ensuring accurate documentation and key participant input. This session will demystify the complexity around process mapping and provide hands on tools and tips that you can begin using immediately.

**2-C** **How to Effectively Implement a Paperless Paycard Program**, George Mavrantzas, Senior Manager of Special Projects, Global Cash Card

As corporate America continues to embrace paycards and the benefits of paperless pay, it is essential that an implementation must be fostered by a strong and effective plan of action. This session will focus on key areas of effective implementation and training, including but not limited to: how to successfully implement change, effective communication and training methods, ensuring leadership support, and continued education for the life of any program.

<b>Workshop Session 3</b>		<b>1:40pm – 2:40pm</b>
<b>3-A</b>	<p><b>Six Sigma for Payroll</b>, Mike Schoelles, President, North Jersey Chapter – APA, Program Manager Continuous Improvement, Disbursements Pearson Business Services</p> <p>Attend this session to learn the basics of Six Sigma and Lean Six Sigma and how tools can be easily applied to drive performance improvements in your payroll organization. Foundational tools include DMAIC (Define, Measure, Analyze, Implement, and Control) along with tools such as identifying non-value added activities, and the power of measuring and controlling implemented improvements.</p>	
<b>3-B</b>	<p><b>Building a Cohesive Team</b>, Dennis Danilewicz, Senior Director of Payroll Services &amp; Finance Service Center at the NYU Langone Medical Center</p> <p>Calling people a team doesn't make them one! These days, doing more with fewer resources means moving away from individual excellence and working together to achieve more. This is one of the most popular workshops at Congress each year and is being presented here as a special request. We will discuss how to structure your team, include team members in the process, the role of the leader in setting a vision and rewarding the right behavior. Have fun while you hear of one organization's lessons learned on their journey.</p>	
<b>3-C</b>	<p><b>Year in Review</b>, John Quirke, Esq., Archer &amp; Greiner, P.C.</p> <p>The employer/employee relationship is one of the most heavily-regulated relationships in the United States—and it is constantly changing. This seminar will focus on the major changes in New Jersey and federal employment law over the past year. We will also peer into the crystal ball to determine the most important changes coming on the horizon, and offer common-sense guidance on how best to prepare for what's ahead.</p>	

<b>AFTERNOON KEYNOTE SPEAKER</b>	<b>3:10pm – 4:40pm</b>
<p><b>What is the APA Doing for You in Washington?</b></p> <p>Michael O'Toole, Esq., National APA</p> <p>Advocating for the payroll profession to reduce your burden and your employer's cost is a core APA mission. Our staff lobbyists and member volunteers continue to work on various aspects of health care reform, monitor tax reform initiatives, improve IRS forms and publications, soften the impact of Form I-9 changes, promote reasonable pay card legislation, encourage standardization of state laws on garnishments and nonresident taxation, and much more. We'll discuss some of what APA has worked on this year, our current advocacy projects, and what's on the horizon.</p>	

# 2013 New Jersey Payroll Professional of the Year



This year the NJ Statewide Payroll Conference committee is proud to announce the recognition of a New Jersey payroll professional. The NJ Payroll Professional of the Year will be awarded and honored at the upcoming Statewide conference.

Are your clients and peers in awe of your skills when payday arrives? Are you in awe of one of your peers' skills? Do you work with someone who is always there to help and guide you with that tax question or system issue? Do you or some other payroll professional you know go that extra mile to have those checks out on time around the holidays? Do they take the time to explain what all those annoying abbreviations on the employee's checks mean?

If you do, they could be the professional who deserves the recognition that this award will bring. Don't be shy, nominate yourself, nominate a colleague, fellow chapter member or, if you really want to get ahead in your career, nominate your boss!

The nomination form is easy to complete. You can hand it to any NJSPC committee member or fax, mail, e-mail or overnight it to:

Gregory Barrington-Smith  
C/O Aspire Payroll  
14 Main Street, Suite 305  
Madison NJ 07940  
Email: [greg@payrollplus.us](mailto:greg@payrollplus.us),  
Fax :( 973) 532-0796

**All nomination forms must be received no later than close of business on Friday, August 16<sup>th</sup> 2013 to be eligible for consideration.**

To make the judging fair for everyone, we will have an independent committee review all of the forms we receive. Statewide committee members are NOT eligible to participate.

Thank you for participating in the Statewide Conference and for your contribution to the payroll profession in New Jersey.

NJSPC Committee



**Please list any activities with a local chapter, national, job and community:**


**Who should we contact at your employer should your nominee win this prestigious award?**

Name:	
Title:	Phone:
E-Mail:	

On behalf of the New Jersey Statewide Payroll Conference Committee, we would like to thank you for your contribution to, and support of, the payroll profession in the state.

Should you have any questions regarding this or about joining the committee for 2014 please contact:

Gregory Barrington-Smith at [greg@payrollplus.us](mailto:greg@payrollplus.us)

Colleen Flores, CPP  
NJPSW  
2013 Committee Chairperson.



# Important Conference Details

## Dress Code/Weather

All conference events are business casual. Please note that the temperature in the meeting rooms at the Renaissance Woodbridge Hotel may fluctuate; you may want to bring a sweater or jacket for your personal comfort.

**Questions?** Any questions related to registration should be directed to Karen Wohl, the Registration Chair. Her number is (973) 378-6233 and email is [kwohl@njtransit.com](mailto:kwohl@njtransit.com)

Session handouts will be available online at [www.njstatewidepayrollconf.org](http://www.njstatewidepayrollconf.org) from September 23, 2013 through October 22, 2013.

To conserve paper, please print and bring with you only those handouts you need.



**Bring a Toy!**

Toys for Tots will be collected

By the Marine Corps Reserve

**Earn RCH, PHR, SPHR and GPHR credits when you attend this conference!**

Credits Pending

## Discounted Hotel Rooms!

The Renaissance Woodbridge Hotel will have a limited number of rooms available at a discounted rate. Call early and mention the NJ Statewide Conference when making your reservation.

Toll-free: 1-800-468-3571

## Some comments about the 2012 conference:

**“The conference had excellent speakers and the hotel breakfast was delicious!”**

**“Please continue your good effort. It is not only educational; it's fun too. Looking forward to the next year's conference.”**

**“Great job this year! As always, the conference is informative. Getting the chance to network with people in the industry and the meet and greet with the vendors is always great. See you again in 2013!”**



# Registration Information

2013  
21st Annual APA

## NJ STATEWIDE PAYROLL CONFERENCE



Registration and payment is online at [www.njstatewidepayrollconf.org](http://www.njstatewidepayrollconf.org). If you prefer to pay by check, please register online first and then send your payment to:

**Karen Wohl**

**c/o New Jersey Transit**

**180 Boyden Avenue**

**Maplewood, NJ 07040-2419**

**Make check payable to New Jersey Statewide Payroll Conference**

Registration will be considered complete when payment has been received.

**Early Registration (payment received by August 15<sup>th</sup>).....\$200**

**Regular Registration.....\$230**

**THANKS TO OUR 2013 SPONSORS/VENDORS**



**DIAMOND SPONSOR**



**BRONZE SPONSOR**



**CORPORATE SPONSORS**



**EXHIBITING VENDORS**



## CONTRIBUTING SPONSORS



PEARSON

