



The Pay Check Times

Monthly Newsletter – West Michigan Chapter of the American Payroll Association



April, 2018

LEGISLATIVE UPDATES

IRS to Release 2019 Form W-4, Related Publications Early

On March 12, the IRS announced it will release a completely revamped 2019 For W-4 and several related publications by late summer/early fall instead of December.

Read More Here:

<https://www.americanpayroll.org/news-resources/apa-news/news-detail/2018/03/16/irs-to-release-ty-2019-form-w-4-related-pubs-much-earlier>

IRS Encourages the “Paycheck Checkup”

The IRS recently held a week of events to spread the word to employers/employees on the importance of using the Withholding Calculator to do a quick Payroll Checkup due to the new tax law changes. Check it out here:

<https://www.irs.gov/individuals/irs-withholding-calculator>

Free Seminar! MI Wage and Hour Division

In celebration of the 40th anniversary of Public Act 390, the MI Wage and Hour Division is hosting free Seminars covering MI wage and Hour Laws. Get all the details on this FREE event here:

<http://www.michigan.gov/lara/0,4601,7-154-59886-460920--,00.html>

CHAPTER HAPPENINGS

Welcome Diane Stanke, FPC!

A big thank you to Diane! She has volunteered to take the role of Social Media Chairperson for 2018.

Diane is the Payroll Manager at Greenleaf Hospitality Group and has also been a Chapter member for many years.

Keep checking out our LinkedIn and Facebook pages for regular legislative updates and Chapter happenings! Links to both are on the Chapter Website

Payment Change – Eff May 2018

Reminder, beginning with the May meeting only electronic payments will be accepted when you sign up to attend a Monthly meeting. Making a payment online is quick and easy.

Visit our website for more information:

www.westmichignapa.org

UPCOMING EVENTS

Wednesday, April 11, 2018

April Monthly Chapter Meeting

Topic: Social Security Administration – Tools for Employers and Employees

Where: Railside Golf Club, 5:30pm

PAYROLL TOPIC HIGHLIGHT

How Can I Be Efficient at Managing my Time in a Crazy Payroll World??

Deadlines everywhere, employees calling, stopping at your desk, your boss needing it NOW.... What can you do to help be a good Time Manager?!

Control your life by controlling your time. Control your time by controlling events and their sequence.

- Rid yourself of "time robbers". Identify your own personal "time robbers" and create your own strategies to defeat them.
- Set long-term goals
- Establish priorities among these goals & objectives. Adopt the "importance paradigm" of 'doing what's important rather than simply responding to what's urgent'
- Create a plan for each day-WRITE IT DOWN. Daily planning is imperative, because it keeps you focused. Use your high-energy periods for the important work, low-energy periods for routine tasks.

Common Time Robbers include:

- Management by crisis, Socializing/social media, poor communication, incomplete information, telephone interruptions, attempting too much, lack of self-discipline, procrastination, meetings, inability to say NO

Tips to Avoid Time Robbers

- Keep your eye on the Big Picture
- Utilize what can be thought of as "Time Chunks"; group tasks together and assign them a "chunk" of time in which to be completed on your calendar. This can help reduce frustration at interruptions. Treat time chunks as if you were in a meeting

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PAYROLL
ASSOCIATION**

West Michigan Chapter is an affiliated local chapter of the American Payroll Association. Learn more about APA at www.americanpayroll.org

Member Spotlight!

Liz Sorensen

- Compensation Specialist at Service Express, Inc
- Years in Payroll: 12
- Likes cooking, shopping and being outdoors
- Proudest Payroll Moment: Being in charge of implementing a new HRIS (ADP) system @SEI
- Random fact: Liz loves to interpret!
Volunteers as Spanish/English interpreter at church and other places.



Have ideas or suggestions for our newsletter? Contact us!

Email Christine Nygaard at cnygaard@ufpi.com

Chapter Website: <http://westmichiganapa.org>