

# Payroll News

## IRS and SSA Updates

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Do you need to amend your personal tax return? Not sure what to do? Take a moment to view the [IRS video](#) full of tips.

Did you know that the IRS has a YouTube channel full of other helpful videos as well? Visit [www.youtube.com/irsvideos](http://www.youtube.com/irsvideos)



Effective September 23, 2017, the SSA's AccuWage downloadable will no longer be available due to the download compatibility issues many users experience. The SSA recommends using the AccuWage Online application to test wage files for compatibility with EFW2/EFW2C specifications.



## Member Profiles

Please take a moment to update your member profile to include a photo of yourself, ensure your contact information is up to date along with a brief bio so we can get to know each other.

We would like to use the info to start a member spotlight section in the newsletter.

### Upcoming Events:

- Monthly Meeting - 7/13 at 7:30 AM
- Monthly Meeting - 8/10 at 5:30 PM
- Garnishment Forum - 8/10
- Monthly Meeting - 9/14 at 7:30 AM
- Local Income Tax Compliance - 9/15
- Monthly Meeting - 10/12 at 5:30 PM
- Statewide - 10/13

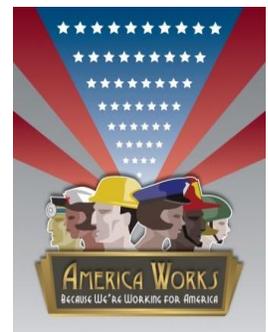
## National Payroll Week MMNED

Money Matters National Education Day is part of our special celebration of National Payroll Week. It is an educational program with curriculum developed to be presented to high school students. The Atlanta Chapter has successfully presented this each year at many area high schools.

We are looking for more member(s) to teach the Money Matters session to students. If you are interested, please email [president@apaatlantachapter.com](mailto:president@apaatlantachapter.com).

Read more about MMNED [here](#).

Come join us.



## EEO-1 Reporting Requirements

An important reminder, for APA members working for companies with 100 or more employees or as a federal contractor with 50 or more, is to get ready now for new EEO-1 reporting requirements.

The U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) enforce federal prohibitions against employment discrimination based on race, sex, and national origin, among other bases. The EEOC enforces Title VII of the Civil Rights Act (Title VII). OFCCP enforces Executive Order 11246.

The EEO-1 collects data about the number of employees by job category and by sex and race or ethnicity.

On September 29, 2016 the EEOC announced approval of a revised EEO-1, starting with the 2017 report, to collect summary pay data.

The EEO-1 deadline for the 2017 report will be March 31, 2018. The EEOC's complete explanation of this information collection, as submitted to the Office of Management Budget, is available at <https://federalregister.gov/a/2016-16692>.

Employers will count their employees during the "workforce snapshot period." Starting with the EEO-1 report of 2017 data, however, the "workforce snapshot period" will be October 1 to December 31, 2017. Each employer may choose any pay period during this three-month "workforce snapshot period" to

count its full and part-time employees for the EEO-1 report.

The revised EEO-1 report has two new elements:

- 1) Summary pay data: Employers report the *total number* of full and part-time employees they had during that year in each of 12 pay bands listed for each EEO-1 job category; employers do not report individual pay or salaries.
- 2) Aggregate hours worked data: Employers tally and report the number of hours worked that year by all the employees accounted for in each pay band.

The 10 EEO-1 job categories have not changed with this revision. The EEO-1 pay bands track the 12 pay bands used by the Bureau of Labor Statistics for the Occupation Employment Statistics survey. Employers will count the number of employees they have in each pay band for each job category.

To identify the pay band on the revised EEO-1 in which to count an employee, employers will rely on the pay reported for income tax purposes that year in Box 1 of the W-2 form.

After tallying the total number of employees in each pay band by job category, employers will enter this data in the appropriate columns of the EEO-1 report based on the sex and ethnicity or race of the employees.

For the EEO-1, hours worked will be counted by consulting employer records already required under the Fair Labor Standards Act (FLSA):

□ For *non-exempt* employees, for whom the FLSA already requires employers to keep records of hours worked, employers will consult these records to identify the number of hours worked.

□ For employees who are *exempt* from the FLSA, employers have a choice. They may either:

- Report 20 hours per week for each part-time employee and 40 hours per week for each full-time employee;
- or report actual number of hours worked by exempt employees, full- or part-time, if they prefer to do so.

Hours worked data will be reported on the EEO-1 by tallying the total number of hours worked by all the employees counted in each pay band, for the W-2 reporting year.

Filing options remain unchanged. The Joint Reporting Committee announced the file specifications for the revised EEO-1 collection on September 29, 2016. To see these file specifications, please visit: <https://www.eeoc.gov/employers/eeo1survey/2017survey.cfm>.

### Reference

Questions and Answers: The Revised EEO-1 and Summary Pay Data. (n.d.). Retrieved May 23, 2017, from <https://www.eeoc.gov/employers/eeo1survey/2017survey-qanda.cfm>

## Georgia to Implement New Kin Care Requirements

Effective July 1, 2017, Georgia employers with 25 or more employees that already provide paid sick leave (PSL) must allow employees who work at least 30 hours a week to use up to five days of already accrued PSL to care for an immediate family member.

### What Is Kin Care?

Kin care laws require employers that already provide PSL to allow eligible employees to use that leave for the illness of a family member. It does not require an employer to provide PSL.

Did you see this? One of the great benefits of being an APA Member!

# PAY NEWS NOW

News and analysis on payroll and related issues from the APA

### Who Is Considered an Immediate Family Member?

Qualifying family members include an employee's: child, spouse, grandchild, grandparent, parent, or dependents on the employee's most recent tax return.

### Additional Information

Employees must follow the terms and conditions of the company policy (e.g., time off request requirements). The law will automatically be repealed on July 1, 2020, unless extended by the state legislature [**S.B. 201, L. 2017**]. Read **PayState Update**, Issue 11, to learn more about changes to Georgia's Kin Care requirements.



**EMPOWER // REINVENT // SUCCEED**



Natalia Higgins is one of many success stories from the Payroll program at KSU's College of Continuing and Professional Education. In 2014, shortly after earning her Executive MBA, Natalia enrolled in KSU CCPE's Payroll Fundamentals course. From there, she successfully earned her Fundamental Payroll Certification. Her employer, ADP, immediately offered her a promotion as a result of her dedication to her field.

Natalia was also recognized on a regional and national basis and won awards from the University Professional and Continuing Education Association. She was given the 2015 Continuing Education Student award from UPCEA South and went on to win the national UPCEA Award for Outstanding Continuing Education Student in 2016.

KSU CCPE's Payroll program is offered on two levels: Fundamentals and Mastery. Both courses are designed to prepare students for the industry as well as professional certification.

CCPE will host an Open House on Aug. 3 from 6-8:30 p.m. This free event will provide an exclusive opportunity to receive a 10% discount on Payroll courses. Attendees can attend an information session about the course and engage in a Q&A with the instructor. For more information, call [470-578-6765](tel:470-578-6765) or visit [ccpe.kennesaw.edu](http://ccpe.kennesaw.edu).

## Volunteering

Our Chapter has several committees for members to be a part of. This is a wonderful opportunity to volunteer your time and skills to benefit the Chapter. The committees are made up of a Committee Chairperson that is determined by the President and the Board of Directors (must be a National APA member) and Committee Members. The Committee Members are volunteers who are active members in good

standing with the Atlanta Chapter of the APA and must attend 50% of the monthly chapter meetings.

Take a moment to review the committees and their functions on our [website](#). You may find a great fit for your skills and we can always use the extra hands! It is a great way to get to know your fellow members better too.

Keep an eye on your emails and our social networks for volunteer

activities for yourself and often the family as well.

A few organizations we support are:



children's restoration network



## 36<sup>th</sup> Annual Congress



Registration is now open for Congress next year in National Harbor, MD May 15<sup>th</sup> – 19<sup>th</sup>. If you register by December 31<sup>st</sup>, you will save \$100.

### Virtual Congress

Want to earn up to 15 RCHs? Attend APA's Virtual Congress!

It is available on demand through August 25<sup>th</sup>. You can access 24 hours a day!



Want to win a dream vacation and a free paycheck?



Complete the 2017 ["Getting Paid In America" survey](#) and share your thoughts on payroll topics. You will be entered into the contest for the dream vacation & a free paycheck.

## Meeting Speakers and Partnership



Do you have a vendor or contact that would be willing to speak at one of our meetings? Please speak with [CJ Easterling](#) to coordinate this.

We welcome partnership from businesses and higher education institutions.

If interested in being a partner, please review our [partnership opportunities](#) page.

*You must register for meetings on the website so we can have an accurate count of attendees.*

**ATLANTA CHAPTER  
OF THE APA**

Meetings held the second  
Thursday of the month at  
Crowne Plaza Ravinia  
Hotel

4355 Ashford Dunwoody  
Road, Atlanta, GA 30346

**We're on the Web!**

*See us at:*

<http://apaatlantachapter.com/index.php>

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**About Our Organization**



We are a nonprofit organization centered on providing continuing education to payroll, accounting and human resource professionals. Along with education, we offer community service opportunities for all members.

We are an autonomous and independent Chapter of the American Payroll Association.



Learn more about APA at [www.americanpayroll.org](http://www.americanpayroll.org).

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