

ILLINOIS GOVERNMENT FINANCE OFFICERS ASSOCIATION

PAYROLL SEMINAR

OCTOBER 25, 2018

AGENDA

8:30 - 9:00 AM	Check-in, Networking, & Continental Breakfast	NIU Naperville 1120 E. Diehl Road, Naperville, IL
9:00 - 9:05 AM	Welcome Overview of the Program	Jon Beckmann , Superintendent of Finance & Administration, Waukegan Park District
9:05 - 10:15 AM	Employment Law & Workers Compensation: New Developments and Ongoing Concerns	Robert T. McCabe , Of Counsel, Ancel & Glink Britt Islay , Partner, Ancel & Glink
10:15 - 10:30 AM	MORNING BREAK	
10:30 - 11:30 AM	Cyber Security: Best Practices for Protecting Benefit Plan Data	Jeff Strachota , Manager of Security & Compliance, Sikich LLP Kara Hamstra , Director – Public Relations, Sikich LLP
11:30 AM - 12:30 PM	NETWORKING LUNCHEON	
12:30 - 1:00 PM	Update on IRS Forms 1094 & 1095 and New W-4 form	Karen Sanchez , Partner-in-Charge Employee Benefits, Sikich LLP
1:00 - 1:50 PM	IRS Update: Fringe Benefits	Ben Thacker , Internal Revenue Agent Federal, State, & Local Governments (FSLG), Internal Revenue Service (IRS)
1:50 - 2:00 PM	AFTERNOON BREAK	
2:00 - 3:00 PM	Internal Controls & Fraud	Susannah Baney , Audit Manager, Baker Tilly Virchow Krause, LLP
3:00 PM	Closing Remarks	Jon Beckmann , Superintendent of Finance & Administration, Waukegan Park District

IGFOA reserves the right to modify the agendas and/or speakers, cancel the trainings due to low enrollment, or to close registration if full.

IGFOA 2018 Payroll Seminar

Thursday, October 25, 2018

8:30 AM - 3:00 PM

NIU Naperville, 1120 E Diehl Rd, Naperville, IL 60563

Learn and connect with your colleagues at the IGFOA Payroll Seminar! Plan to attend the 2018 Payroll Seminar for five sessions which include an update on the latest requirements for IRS taxable fringe benefits. Other topics are employment law & workers compensation, cybersecurity, a brief update on IRS forms 1094 & 1095, new IRS W-4 form, and internal controls & fraud. Take advantage of the formal sessions and informal networking opportunities, including a luncheon, to share information with peers on payroll challenges and successes. The 2018 Payroll Seminar is an excellent way to connect and learn from colleagues!

Session 1: Employment Law & Workers Compensation: New Developments and Ongoing Concerns

Speakers: **Robert T. McCabe**, Of Counsel Ancel & Glink
Britt Isaly, Partner Ancel & Glink

Ancel Glink attorneys Robert T. McCabe and Britt Isaly will present a timely discussion of recent developments in their respective areas of practice, labor and employment law and workers compensation law. Also, both attorneys will provide an overview of issues that may be of concern to government finance professionals.

Learning Objectives: Participants completing this session will be able to:

- Understand the implications of the recent U.S. Supreme Court decision regarding union fair share fees;
- Understand the importance of distinguishing between exempt and non-exempt employees;
- Understand recent issues and developments in the law of sexual harassment in the workplace;
- Understand the relationships between workers compensation, the American's with Disabilities Act (ADA), the Family Medical Leave Act (FMLA) and unpaid leaves of absence; and,
- Obtain a basic overview and understanding of the worker's compensation process from the initial filing of claims to completion of the case.

Session 2: Cyber Security: Best Practices for Protecting Benefit Plan Data

Speakers: **Jeff Strachota**, Manager of Security & Compliance, Sikich LLP
Kara Hamstra, Director – Public Relations, Sikich LLP

The sensitive data associated with benefits plans, including protected health information (PHI), personally identifiable information (PII) and retirement plan data, is often the target of malicious actors. This session will discuss specific strategies to minimize the risk to sensitive data as part of a cyber-risk management plan. This session will also provide both useful information related to implementing best-practice security controls within your organizations and guidance on evaluating the cybersecurity programs of benefit plan service providers.

Learning Objectives: Participants completing this session will be able to:

- Evaluate best practices for minimizing risk to sensitive and/or critical data;
- Understand the different threats to benefit plan data;
- Begin the process of developing a cybersecurity strategy; and,
- Have meaningful discussions with benefit plan service providers regarding the protection of sensitive and/or critical data.

Session 3: Update on IRS Forms 1094 & 1095 & New W-4 Form:

Speaker: Karen Sanchez, Partner-in-Charge Employee Benefits, Sikich LLP

This session will review the Affordable Care Act (ACA) filing requirements for 2018 and the new IRS W-4 Forms.

Learning Objectives: Participants completing this session will be able to:

- Understand the terminology used to prepare Form 1095-C and 1094-C;
- Learn about the various codes and who needs to file;
- Overview on the new IRS W-4 form; and,
- Gain knowledge of the updates to the filing process for 2018.

Session 4: IRS Update: Fringe Benefits

Speaker: Ben Thacker, Internal Revenue Agent – Federal, State, & Local Governments (FSLG), Internal Revenue Service (IRS)

This session will provide information on fringe benefits, employee reimbursements, employer-provided transportation, and 1099 filing requirements. The information provided will assist in determining when taxable benefits are provided. It may also serve as a refresher on the information return filing requirements.

Learning Objectives: Participants completing this session will be able to:

- Understand fringe benefits;
- Learn about accountable plans and nonaccountable plans; and,
- Review the information return filing requirements.

Session 5: Internal Controls & Fraud

Speaker: Susannah Baney, Audit Manager, Baker Tilly Virchow Krause, LLP

The internal controls around the payroll cycle should achieve effective and efficient operations and reliable financial reporting. This session will examine some of the internal controls governments should have in place around the payroll cycle and apply those to examples of payroll-related frauds that could have been caught through proper controls.

Learning Objectives: Participants completing this session will be able to:

- Understand best practice internal controls around payroll;
- Learn how additional controls, in both small and large payroll departments, can be implemented; and,
- Discuss examples of common payroll-related fraud activity and how risks can be mitigated.

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