

## **IGFOA 2022 Payroll Seminar**

Tuesday, October 4, 2022

8:30 AM - 4:00 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 2022 Payroll Seminar for five sessions. Topics are I-9s, Military Leave, Customer Service and System Implementations, Paying your Hourly Employees, and Refresher on FMLA and ACA. Take advantage of the formal sessions and informal networking opportunities, including a luncheon, to share information with peers on Payroll/HR challenges and successes. The 2022 Payroll Seminar is an excellent way to connect and learn from colleagues!

#### **SESSION 1: WHAT EVERY EMPLOYER NEEDS TO KNOW ABOUT FORM I-9 COMPLIANCE**

**Speaker:** Eileen M Momblanco, Partner, Laner Muchin, Ltd.

All employers should know the importance of the I-9 Employment Eligibility Verification form during the hiring process. Failure to ensure compliance with the Form I-9 regulations could lead to severe penalties, including potentially thousands of dollars in monetary fines. The U.S. Department of Homeland Security (DHS) has announced initiatives to focus on employer compliance, and DHS agents could appear at any employer site unannounced to conduct an I-9 audit. Learn about the Form I-9 and the consequences for non-compliance with Form I-9 regulations.

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

- Gain a basic understanding of the federal regulations covering Form I-9 compliance;
- Understand the specific requirements of the Form I-9 process when hiring an individual and when re-verifying expiring work authorization;
- Learn the possible pitfalls and common errors with the Form I-9; and
- Learn the potential penalties for immigration law violations, including monetary fines and criminal prosecution.

**Program Level:** Overview **Field of Study:** Business Law - Technical **NASBA CPE:** Earn About 1.5 CPE credit

#### **SESSION 2: MILITARY LEAVE FILLING IN THE GAPS**

**Speaker:** Dave Moore, Partner, Laner Muchin, Ltd.

Public employers often have a number of employees serving our country in the military and military reserves. State and federal laws impose a myriad of rules on public employers regarding military leave and reinstatements. In particular, the Illinois Servicemember Employment and Reemployment Rights Act (ISERRA) requires different types of paid military leave and other benefits that go beyond what federal law requires.

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

- Gain a basic understanding of the state and federal laws regulating military leaves of absence;
- Understand what to do before, during, and after an employee requests a military leave of absence; and
- Learn how to calculate and administer compensation and benefits during a military leave of absence.

**Program Level:** Overview **Field of Study:** Business Law - Technical **NASBA CPE:** Earn About 1.0 CPE credit

**SESSION 3: PAYROLL AND TIMEKEEPING IMPLEMENTATIONS:  
DECIDING WHEN, PREPARING FOR, AND THINGS TO  
THINK ABOUT DURING**

**Speakers:** Mike Blickhahn, Manager, IT Consulting for Public Sector, Plante Moran  
Nina Rajcevic, Manager, IT Consulting for Public Sector, Plante Moran

Explore how to know when it's time to change your timekeeping and/or payroll system and what to do once the decision is made to select and implement a new system. Learn how to prepare for selecting a new system and how to manage implementing that new system - all while keeping customer service top of mind!

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

- Recognize when it's time to consider a new timekeeping/payroll system;
- What to do when to prepare and select a new system; and
- How to successfully implement a new system with best practices.

**Program Level:** Overview **Field of Study:** Information Technology - Technical **NASBA CPE:** Earn About 1.0 CPE credit

**SESSION 4: PAYING YOUR HOURLY EMPLOYEES 101: REDUCE  
YOUR COMPLIANCE RISK**

**Speaker:** Tim Gavin, Principal-Financial Services/Payroll, Lauterbach & Amen, LLP

Learn the differences between exempt and non-exempt employees, how to stay compliant with timekeeping and overtime rules, and how to know the difference between an employee and a contractor. Discover how to reduce the risk of noncompliance with DOL and IRS rules around this hot topic.

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

- Gain a basic understanding of exempt and non-exempt employees;
- Learn different timekeeping rules; and
- Learn strategies to stay compliant and reduce risk regarding payroll.

**Program Level:** Overview **Field of Study:** Finance - Technical **NASBA CPE:** Earn About 1.0 CPE credit

**SESSION 5: REFRESHER: THE AFFORDABLE CARE ACT'S EMPLOYER MANDATE PENALTIES AND THE FMLA**

**Speaker:** **LISA SIMIONI**, Vice President & Senior Compliance Health Consultant, Segal

Refresh your knowledge of the Affordable Care Act (ACA) with an overview of the tracking methods to monitor employee hours as required under ACA, possible penalties associated with the employer mandate, the end of “good faith” reporting, and general best practices to consider when developing a counting hours and reporting policy. This session will also include a brief overview of the FMLA.

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

- Gain an understanding of the available employer mandate tracking methods;
- Identify the risks associated with ACA-related employer penalties and shift in the IRS's perspective;
- Recognize best practices associated with the ACA's reporting and tracking methods; and
- Understand general principles associated with FMLA compliance.

**Program Level:** Overview **Field of Study:** Finance - Technical **NASBA CPE:** Earn About 1.0 CPE credit

**SESSION 6: ROUNDTABLE / OPEN DISCUSSION: BEST PRACTICES AND HOT TOPICS**

**Moderators:** **Jon Beckmann**, Director of Finance & Operations, Waukegan Park District  
**Kevin Baumgartner**, Accountant / Budget Coordinator, Village of Arlington Heights

Bring your payroll questions, success stories, or lessons learned and share in either roundtable groups or open discussion. There is no better way to connect and learn than by creating new connections with other payroll personnel and discussing best practices and hot topics.

[If you would like to send your topic in advance please email Jon Beckmann at jbeckmann@waukeganparks.org.](mailto:jbeckmann@waukeganparks.org)