

# IGFOA 2024 Payroll Seminar

Thursday, October 3, 2024

9:30 AM - 3:30 PM

*NIU Naperville*

*1120 E Diehl Rd*

*Naperville, IL 60563*

**9:30 – 9:55 AM**      **CHECK-IN, NETWORKING & COFFEE**

**9:55 – 10:00 AM**      **WELCOME & INTRODUCTIONS**

**Kevin Baumgartner**, Accountant/Budget Coordinator, *Village of Arlington Heights*

**Jon Beckmann**, Director of Finance and Operations, *Waukegan Park District*

**10:00 – 10:50 AM**      **SESSION 1: EFFECTIVE LABOR NEGOTIATIONS IN AN ERA OF UNION EMPOWERMENT**

**Speakers:** **Joshua Moore**, Director of Solutions Engineering, *GovInvest Inc.*

**Dalton Piecukonis**, Senior Account Executive, *GovInvest Inc.*

Illinois cities and counties need new tools and tactics to find a solution that fills open positions and fits into their budget. Join IGFOA to explore the challenges posed by high inflation, wage compression, and low unemployment with GovInvest Labor Costing experts.

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

- Discover how governments are streamlining processes using innovative software to instantly cost out proposals;
- Learn how to forecast the impact of workforce changes on their financials; and
- See how other agencies break down costs by department and funding source.

**CPE:** About 1.0 hours **Field of Study:** Finance - **Technical Level:** Overview

**10:50 AM -12:05 PM**      **SESSION 2: W-4s and Year-End Reporting**

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

The new W-4 was intended to make withholding elections easier, but many employees and even payroll professionals still find it a bit of a mystery. This session will go through each component of the form and explain how it affects federal income tax withholdings. Eventually, those withholdings become a reporting responsibility for employers at year-end as well. We will also discuss the ins and outs of reporting wages on W-2s and vendor payments on 1099s and how to stay compliant with IRS rules.

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

- Assist employees with the functionality of form W-4 without providing tax advice;
- Gain the knowledge necessary to prepare a proper form W-2; and
- Determine when a form 1099 is required, what type, and how to prepare it.

**CPE:** About 1.5 hours **Field of Study:** Finance - **Technical Level:** Overview

**12:05 – 1:00 PM**

**NETWORKING LUNCHEON**

**1:00 - 1:50 PM**

**SESSION 3: AI IN PAYROLL**

**Speaker:** **Marc Thorson**, Executive Director of Regional Technology Services in the Division of Information Technology (DoIT), *Northern Illinois University*

Public use of Generative Artificial Intelligence exploded in November of 2022 with the sudden release of OpenAI's ChatGPT product. This caused an avalanche of available products as technology companies rushed to release products or incorporate artificial intelligence into existing products. This session looks to provide information about artificial intelligence, its impact in payroll, and what to expect moving forward.

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

- Gain a foundational understanding of Artificial Intelligence (AI);
- Discover how AI is currently used;
- Discuss possibilities of AI in payroll use in local government; and
- Understand what organizations should do to prepare for AI.

**CPE:** About 1.0 hours **Field of Study:** Information Technology - Technical **Level:** Overview

**1:50 – 2:00 PM**

**AFTERNOON BREAK**

**2:00 – 3:15 PM**

**SESSION 4: EMPLOYER LAW UPDATE**

**Speaker:** **Dave Moore**, Partner, Co-Chair of Litigation Department, *Laner Muchin, Ltd.*

Public employers already provide very generous paid time off benefits to employees. With the Paid Leave for All Workers Act (PLFAWA) becoming effective in January 2024, many public employers are conducting holistic reviews of all paid time off policies, including paid leave under the new law, as well as existing PTO, vacation, sick leave, and personal day policies. Employers will need to comply with the PLFAWA and forthcoming guidance from the Illinois Department of Labor (IDOL) about this new law, but also maintain compliance with existing requirements under the Illinois Wage Payment & Collection Act (IWPCA)—requirements that are sometimes misunderstood. Additionally, employers will need to train supervisors about best practices when employees take unscheduled leave under the PLFAWA and remind them of best practices when absences are also covered by the Family and Medical Leave Act (FMLA) and other laws.

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

- Gain a basic understanding of statutory requirements under the PLFAWA and forthcoming regulatory updates from the IDOL;
- Understand existing statutory requirements for paid time off policies under the IWPCA and how these requirements may impact decisions about PLFAWA compliance; and
- Learn best practices for supervisors when employees take unscheduled leave under the PLFAWA and FMLA.

**CPE:** About 1.5 hours **Field of Study:** Business Law - Technical **Level:** Update

**3:15 – 3:30 PM**

**Q & A**

**3:30 PM**

**CLOSING REMARKS**

**Kevin Baumgartner**, Accountant/Budget Coordinator, *Village of Arlington Heights*