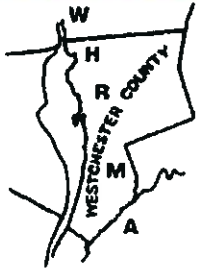


# Westchester Human Resource Management Association



WHRMA News



AFFILIATE OF  
**SHRM**<sup>TM</sup>  
SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT

July 2011

## A Message from our President, Danielle Martin

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### HR PROFESSIONALS ARE SIZZLING THIS SUMMER!!!

Whether it be in Las Vegas at the SHRM National conference or in Saratoga at the NYS SHRM conference, HR professionals are on the move this summer. I had the pleasure of attending the NYS conference in July along with several members of WHRMA. We all agreed that our experience was well worth the trip. Chip Madera was one of the keynote speakers and he really hit a home run with his talk on accelerating

results in this challenging economy. Chip offered personal and professional insights that really got the group thinking and re—engaged. There was truly something for everyone at the conference as the break out sessions covered every topic from Wage and Hour, to Performance Management to Leadership. If you were not able to attend a session, there was always someone to network with and share experiences.

Whether it be at the State, National or Local level, I encourage everyone to

take advantage of these conferences as they are truly geared to educating the HR Profession. The ability to network with HR professionals is the best benefit of all. I assure you that you will leave energized and enlightened both professionally and personally.

I look forward to seeing you at our next chapter event in September. Have a safe and happy summer!!

### HR JOBS:

Visit our website [www.whrma.org](http://www.whrma.org) for HR openings in our area. We'll be happy to list any openings you may have as well! You can also post your resume on the site if you are interested. Any questions? Send an email to Maria Boccardi: [mboccardi@theosborn.org](mailto:mboccardi@theosborn.org).

*For those interested, we now have the local Whine and Dine Schedule on the Networking page of our website.*

### JACKSON LEWIS EMPLOYMENT ROUNDTABLE PROGRAMS:

*Programs take place at the Offices of Jackson Lewis*

*And begin at 3pm*

**September 2011 (Date TBD)—Government Enforcement Initiatives**

**Wednesday, November 2, 2011—Legislative Update**

*Programs are free and offered to members only.*

WHRMA; PO Box 1131, White Plains, NY 10602

## **New Hire Reporting in New York (NY) Provided by Greg Chartier**

Employers must report within 20 days of the date of hire: the name, address, and social security number of new hires or rehires as well as the employer's name, address, and employer identification number to the state directory of new hires.

Employers must file reports using federal W-4 or equivalent forms. Reports can be sent by first-class mail, magnetically, or electronically. Employers filing electronically or magnetically must report every 12-16 days in 2 monthly transactions.

Effective July 15, 2011, in addition to the information listed above, an employer will also be required to report whether dependent health insurance benefits are available and the date its employees qualify for the benefits. If the new hire report is submitted on the W-4 form, an additional form to be provided by the state Department of Taxation and Finance must be submitted to report this information.

Multistate employers filing electronically or magnetically must send the federal Department of Health and Human Services written notices designating a single state to receive multistate new-hire reports.

### **Penalties**

Employers that fail to report new hires results in a fine of \$20 for each employee not reported or for a false or incomplete report.

### **Administration and Enforcement**

The New York State Department of Taxation and Finance administers and enforces the new-hire reporting requirements.

### **Reporting methods**

Employers who are required to report to New York State (and multistate employers who designate New York as their reporting state) should use one of the methods below to submit the new hire information:

Online reporting: Use our free and convenient online service to meet your reporting requirement.

Magnetic media: Contact Employer Outreach at (518) 320-1079 for current specifications.

First class mail, private delivery service, or fax:

New York State Department of Taxation and Finance  
New Hire Notification  
PO Box 15119  
Albany NY 12212-5119  
Fax: (518) 320-1080

### **Two Minutes to a More Productive Day Source: Training Magazine, March/April 2011**

Ever notice that when you get to work, you usually start working on whatever you're thinking about right then? Ideally, at some point during the day you will focus on your MITs (Most Important Things); from time to time however, you may get caught up in other activities. Use just 120 seconds early on to increase the chances of having a highly productive day. As you sit down to your desk, here are the three things to do:

**From 0—30 seconds:** Ask yourself, Am I ready to engage at my 100% today? Listen to the answer and add something to today's "to-do" list so that tomorrow you can be even closer to that level of performance.

**From 30—60 seconds:** Write down (on a notecard or sticky note) the three MITs for the day. These are not tasks; they are the projects, events, or deliverables you will spend quality, focused time on today.

**From 60—120 seconds:** Ask someone to hold you accountable. Share your three MITs for the day with someone you work with, and ask them to check in with you later in the day to see how you're doing. With practice, and surrounded by the right people, these two minutes can set you up for an incredibly productive day.

## Your Board—Your WHRMA Resource

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### Just a Reminder...

The registration deadline for our Tuesday Morning Breakfast meetings is the Friday prior to the meeting.



## WHRMA: November Conference – Tuesday, November 15, 2011

Come join us!

WHRMA and the Business Council of Westchester are collaborating to present a dynamic HR event not to be missed!  
***“Millennial Management in a Baby Boomer World”***

Mark your calendars! Join your HR colleagues and business community for an engaging program at the **Crowne Plaza**, White Plains this **November 15th**. Details are still in the works but we couldn't keep it under our hats any longer!

Look out for our *Save the Date* mailing with program, registration and vendor/sponsor details. Information will be available on our website [www.whrma.org](http://www.whrma.org) as well! Vendors and sponsors can phone or email Theresa DelGado, WHRMA Programs & Certification Chair at 914-381-6541, [tedelgado@castle.us](mailto:tedelgado@castle.us) ahead of the mailing.

Looking forward to seeing you there!



### Common Email Mistakes: Are you a Chief Offender?

For most of us, email has become one of our primary communication tools. In fact, we seem to use it so often, that it has become quite easy to shoot off several emails without putting much thought into it. Unfortunately, simple email mistakes can be disastrous. They can tarnish your professional reputation, and in some cases, cost you your job. Here are some of the worst email mistakes employees make. Take special note, so that you can avoid them.

- **Forwarding non work related emails.** Whether it's a silly joke or a heartwarming charity, there's never a time to share an email forward using your work email. Keep the jokes and the email forwards to your personal email account.
- **Forgetting the attachment.** If your email includes an attachment, upload the file to the email before composing it. This eliminates the embarrassing mistake of forgetting it before hitting "send", and having to send another email saying you forgot the attachment.
- **Expecting an instant response.** Don't send an email and show up at the recipient's desk 30 seconds later asking if they've received it. If you're dealing with an urgent issue, pick up the phone or schedule a meeting; don't expect instantaneous responses to your emails.
- **Neglecting basic manners and greetings.** People often can't tell the tone of your emails, so starting off with simple greetings can help set a positive and friendly tone. Say "hi" at the start of the message and "thanks" at the end. Be polite, yet brief.
- **Forgetting or omitting the subject line.** The subject line is your headline. Make it interesting, and you'll increase the odds of getting the recipient's attention. You should consistently use meaningful and descriptive subject lines.
- **Assuming no explanation is needed.** Even if you were talking to someone an hour ago about something, remind them in the email why you are writing.
- **Hitting "reply all" unintentionally.** You've probably heard the horror stories: someone said something nasty about someone else, and meant to only send the email to one person, but accidentally hit "reply all" so that everyone, including the person being talked about, reads it. Take extra care whenever you respond so you don't use this button when you don't want to.

Remember these mistakes the next time you're composing an email, and make a conscious effort to ensure your email is concise, yet informative—your colleagues and your boss will thank you for it!

Source: Maun-Lemke Speaking & Consulting, LLC.

## Welcome to Our New Members!!!!

Hana Rubin Maxon Company

Juliette Marshall

Maria Theresa DeLeon-Connors Town of Kent



### Did You Know?

- Nearly nine out of 10 (86%) of 2,000 US companies surveyed have implemented company wellness programs. (Source: GlobalFit, Philadelphia)
- 61% of employees say they feel secure in their jobs, according to survey responses from roughly 3.3 million employees at more than 2,400 companies (Source: HR Solutions, Chicago)
- When asked in a survey how they refer to their organization, 72% of 1,000 working Americans used the term "We" while 20% used the term "They". (Source: Kenexa, Waye, PA)
- In a survey of 1,500 US employees, 40% lack any knowledge of how much their medical insurance costs. Of the 60% who think they know, only 15% were able to provide a reasonable estimate. (Source: LIMRA, Windsor, CT)

## SHRM National

### Strategy Conference

October 5—7, 2011

Chicago, IL

### Diversity & Inclusion Conference & Exposition

October 24—26, 2011

Washington, DC

**We are beginning to plan our "slate" for our November elections. The following positions are up for their term limit:**

**Secretary**

**Treasurer**

**Hospitality**

**College Relations**

**Legislative**

**Communications**

**To that end, if you are interested in becoming a volunteer and/or member of the Board, please contact Danielle Martin, WHRMA President. She can be reached at: A&E Television Networks, 203-353-7285, [Danielle.martin@aetn.com](mailto:Danielle.martin@aetn.com)**

### HR CERTIFICATION NEWS!

**WHRMA IS OFFERING THE OPPORTUNITY TO APPLY FOR REIMBURSEMENT OF EXAM FEES TO THOSE INTERESTED IN PHR, SPHR AND/OR GPHR CERTIFICATION!**

Through the generous sponsorship of *Jackson Lewis*, WHRMA will be able to provide a number of exam reimbursements.

If certification is in your future, contact Theresa Delgado Bluett, WHRMA Programs & Certification Chair at (914) 381-6541 or [tdelgado@castle.us](mailto:tdelgado@castle.us) for more information.

**GET CERTIFIED. GET NOTICED!!**

**2011 Chapter Meeting Dates**

All are Breakfast Meetings unless otherwise noted

Tuesday, September 20, 2011

Tuesday, October 18, 2011

Tuesday, November 15, 2011—This will be a longer conference that will take us through lunch, so plan!

Go online for more details: [www.whrma.org](http://www.whrma.org)

**Our Purpose:**

1. To provide a forum for educational presentations and the discussion of topics relative to the HR profession.
2. To encourage and support members in their pursuit of professional certification.
3. To provide a clearing house of human resource information to the business community.
4. To cooperate with other human resource organizations in meeting the needs of the HR professional.
5. To provide information and services to serve the professional and advance the profession.

**UPCOMING MEETING DATES:**

International SIG Dates

October 4, 2011

December 6, 2011

Comp/ER SIG Dates

Dates TBD

Coaching/OD SIG Dates

Dates TBD

**A few chuckles...**



"There's nothing wrong with my time-keeping. I'm late the same time every morning."

*"An organization's ability to learn, and translate that learning into action rapidly, is the ultimate competitive advantage." Jack Welch*

# Our Advertisers

**Your Ad Could Be here...**

Our prices are:

1/4 page ad: \$100 per issue

1/2 page ad: \$150 per issue

Full Page ad: \$200 per issue

If you are interested in advertising in our newsletter, contact Elizabeth Rossi, Communications Chair at [erossi@theosborn.org](mailto:erossi@theosborn.org).

**Are you an HR service provider?** Why not consider sponsoring a meeting or advertising on WHRMA's website? Here are our rates:

## Meeting Sponsor—\$650

- Acknowledgement in meeting announcements
- Introduction at meeting and a 10 minute speaking opportunity
- Skirted display table for materials
- Contact list of attendees

## Vendor Display Table—\$150/meeting

- Exhibit literature, provide handouts, promote your services and products to meeting attendees.

## Website Advertising

- 6 months = \$300
- 12 months = \$500

## Consulting requires

the balance of data, judgement and business knowledge.

For information, call (914) 633-3335



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## Our strength

is balancing HR strategies and business solutions.

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