Now you can have an electronic time clock for under $1800 that can pay for itself in less than six weeks!

Introducing Computer Aid's new *PayMaster Plus* time clock.

Wouldn't you love to trash your old mechanical time clock? Wouldn't it be nice if you didn't have to manually calculate the hours worked daily by each employee and then add them up to get the total for each employee for the pay period? Wouldn't you love to know it **before** someone starts working overtime?

Sam Urrate, the fifth generation owner of Bruning's Restaurant in New Orleans (featured in our User Spotlight on page 7), says "the $250-$300 weekly savings just from eliminating unneeded overtime paid for this clock in six weeks."

Computer Aid is so confident you will love what this time clock does for you that we are offering a no-risk, 90-day money-back guarantee. If for **any** reason you do not want to keep this time clock, send it back to us and we will send you a full refund.

TASC time clock with Computer Aid logo

Inside

Yes! It's almost W-2 time.

Well, at least for us it is. Keep an eye out for a special July edition of the **BLUE PAGES** with your W-2 order form and price list. Place your pre-paid order by September 30 to get the 15% discount.

Our *PayMaster Plus* time clock:
- automatically computes hours and overtime;
- allows export into *PayMaster* and eliminates all keying of hours and tips;
- calls your computer and tells you who is in and on the clock at any moment;
- tells you who is going into overtime hours;
- lets your employees enter tips;
- is Windows™-based for easy set-up, learning and use;
- is available in single or multi-user versions, also network version;
- has software that supports 100 departments, 9,999 employees, and stores up to 1,000 punches per day;
- has 32K of battery-backed (up ??) memory (RAM); to prevent data loss in a power outage ?? tie it to a benefit, rather than feature

Requirements:
- Standard telephone line or serial cable;
- AC outlet;
- Windows-based PC with 6MB RAM for in-house processing and printer for report output;

WORKS FOR MULTIPLE LOCATIONS
Have multiple sites without a computer at each site? You can FAX *PayMaster* Plus time clock reports to another location with a FAX board and software such as Winfax for Windows. Just change your printer option in *PayMaster* Plus to print reports to the *FAX*.

WORKS FOR OFF-SITE PAYROLLS
Have an accounting firm that uses *PayMaster* to process payroll for clients? You'll really appreciate it if your clients have this clock. At the end of the pay period they can send the information to you by modem and you can bring it right into *PayMaster*. With this feature, you can compete effectively with ADP and other payroll services that offer automated time and attendance to their clients.

Tax law changes

Federal

Have you seen Form 8846—"Credit for Employer Social Security and Medicare Taxes Paid on Certain Employee Tips"? If you haven't, call us and we'll FAX or mail you a copy.

When can you start using this credit? The form says it's "for fiscal years beginning in 1993 and ending in 1994." Instructions say you must have paid or incurred employer social security and Medicare taxes **after** December 31, 1993, on tips received by employees for services performed after December 31, 1993. So if your fiscal year ends June 1994, use this 1993 form. But include only employer social security and Medicare taxes paid or incurred **after** December 31, 1993, and **only** on tips received by employees for services performed **after** December 31, 1993. For example, if your first payroll of 1994 was January 7 and covered the period December 23 through January 5, you can take the tax credit only on employer social security and Medicare taxes that applied to tips earned January 1-5 for this pay period.

State withholding
New withholding tables for:

State unemployment
Taxable wage bases:
-- mag media for CA unemployment available for *PayMaster*
-- Michigan scannable report correct (?)

State disability insurance
HI   Maximum per week $2.94
NJ   .5% of first $17,200

State Wage & Hour
WA Minimum wage $4.90. No tip credit.

REMEMBER TO PROCESS END OF MONTH!
This is *especially* important at the end of the quarter, otherwise your next quarter's reports will not be correct.

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Q & A

Q. Can I print a report showing each person's pay rate?

A. With *PayMaster* 6.3, the Date/Last Raise Report shows the date and amount of the last raise, **plus** the employee's current rate for Job 1.

Q. What does it mean when I get a **disk full** message on my computer screen?

A. Your hard disk space is filled up and there is no more room to save your data. What you have to do is look for old data and/or programs you can erase from your hard disk and then erase them. (If it's important data, you might want to back them up first to a floppy diskette just in case you need them later). It's always a good idea to do this before you get a "disk full" message.

To see how much space you have left, type *DIR* at any C> (or D>, etc.), and you'll see how many bytes are free on the hard disk. [We will help you clean up your hard disk--$50 per hour.]

Q. I have a salaried person who took two weeks off without pay. How can I keep those weeks from being included in the weeks worked report?

A. If a salaried person is not to be paid during the pay period, enter zero in units worked on the batch screen so that weeks worked don't accrue. If processing interactively, under **make corrections** change units to zero or, prior to processing payroll, change the units in the employee file to zero.

Q. I can't back up my data from the *PayMaster* menu on my new computer. I was told that DOS 6.x no longer includes the BACKUP and RESTORE command. Instead it has a separate program that *PayMaster* and other programs cannot access from their own menus. Help!

A. You will be very pleased to know that the next update of *PayMaster* (and all future versions) will include a utility to back up your data **without** using the DOS backup command.

"What's so great about this?" you may ask.
1. You don't have to learn the MSBACKUP program that comes with DOS 6.x and which cannot be accessed from *PayMaster*'s menu.
2. It compresses the data to take up less space on the diskette (in a much more reliable manner than the DOS compression). Our first backup took 2,399,272 bytes of data and zipped it into a PYDATA.ZIP file of 149,309 bytes.

Can't wait for the next update? No problem. Call us now if you need it right away and we'll send the appropriate files right out to you. $5 shipping/handling for those on telephone support; $25 otherwise.

How does it work? Once you've installed the new *PayMaster* program, choose UTILITY/ BACKUP from *PayMaster*'s menu, just like you did before. *PayMaster* will tell you to **Insert formatted floppy diskette in drive .. Press any key when ready.** Do what it says. Then, as it's zipping the files to the floppy, it will display
   Updating ZIP:A:/PAYDATA.ZIP.
   filename deflating (99%), done
   filename deflating (87%), done etc.

It will tell you to insert another diskette if you need more than one. Number them in the correct order. When it's done, screen displays **Press any key to return to menu**. If you need to restore, choose UTILITY/RESTORE and follow the screen prompts.

Alert: If restoring old data like last year's W-2 data that was backed up with *PayMaster* when it was using DOS's BACKUP command, use the DOS RESTORE command. Please call if you have questions.

User Spotlight

"PayMaster and PayMaster Plus—I highly recommend this combination to anyone who wants an easy-to-use system with accurate results."

For 135 years, Bruning's has been serving the freshest and best of Louisiana's seafood using the family's treasured recipes. Now operated by the fourth, fifth, and sixth generations of the Bruning family, their restaurant on the canal in New Orleans, Louisiana, offers a panoramic view of Lake Pontchartrain, including fantastic sunsets. The third oldest restaurant in New Orleans, Bruning's is credited by some with originating New Orleans style seafood.

It's not just the food and the view. Many employees have been with Bruning's for most of their worklife. Needs a lead in: Many employees have been with Bruning's for most of their worklife?? Ruth the day manager is 83 years old and has been working at Bruning's for 70 years.

Sam Urrate, Bruning's general manager, is the great-great grandson of the founder. His brother, , had been doing weekly payroll by hand up until six years ago. They had 25-30 employees and it took over six hours with a calculator and a tax booklet. Then the accountant took another two hours to do his part.

In 1990 Sam saw an ad in a trade journal for a payroll program that handled tips and tip allocation—*PayMaster*. "Over the years I had looked at a lot of payroll programs, but *PayMaster* was the first one that really did all the calculations correctly.

"Once I started using *PayMaster*, the checks were tremendously accurate. I never had any questions from the employees. It was fortunate we found *PayMaster* because we were growing, and sending out payroll would have cost us $4 per check. We couldn't have continued doing it by hand.

"Over the years, I had tried various methods of getting the totals ready for payroll. The mechanical clock totaled hours and minutes. (Donna ??) It's no simple task to round 53 minutes. Missed punches, adding up hours after making corrections, inaccurate time when the power went out were only some of the problems I had. Next I tried a computer just for doing employee's time. For $150 it would do the totals for you. (David didn't understand the "do the totals for you" "$150 program, computer??") Unfortunately, it wasn't very accurate. Next I tried to work with spreadsheets, which was very time-consuming.

"In March of this year, I got *PayMaster* Plus, the time clock that's fully integrated with the *PayMaster* payroll program. Even though I'm off on Mondays and Tuesdays, I have a good picture of what goes on. Since I poll the clock from the computer in my home, each morning I know who came in late, who didn't show up. I can tell how good business is by the amount of reported tips and whether the waiters leave early or late the night before.

"Best of all, I'm saving $250-$300 each week since installing *PayMaster* Plus. Frequently employees trade days and one employee will get more than 40 hours, while another only has 20. In less than ten minutes a day, I'm able to control my labor costs—manage my managers. The system was reasonably priced and I was able to save another $1,000 by upgrading an extra credit card terminal I had to be used as the *PayMaster* Plus time clock.

Sam Urrate, general manager of Bruning's

"Actual running of the payroll with *PayMaster* for 50 people takes about one half hour. The totals automatically come into the batch screen and very quickly I have my checks printed out. It's practically a 'no brainer', it almost does payroll itself! When I was in Texas on vacation, I was able to do payroll on my laptop computer! Now, I am teaching my son, John, how to run payroll. He is extremely capable and is working in the operations of the restaurant. Soon the sixth generation will be doing Bruning's payroll with *PayMaster* and *PayMaster* Plus. I highly recommend this combination to anyone who wants an easy-to-use system with accurate results."

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Order Form for *PayMaster* Plus Time Clock		
[ ] Check enclosed [ ] Send COD All orders must be prepaid or COD.	Diskette size [ ] 5¼ [ ] 3½ Diskettes are HD. Let us know if you need DD instead.	
Single company time clock. Includes modem, but not cabling. Quantity discounts, multi-company version and network versions are available. Call for prices.		$1,795
Card racks: 25-card rack, horizontal or vertical $24.95. 40-card rack, horizontal or vertical $49.95. Magstripe cards (minimum 100), $1 each.	[ ] # of 25-card racks $____ [ ] # of 40-card racks $____ [ ] Horizontal [ ] Vertical [ ] # of magstripe cards $____	$ Total card racks & cards
Subtotal of time clocks, card racks & cards		$
VA residents add 4.5% sales tax of subtotal above		$
$7.50 COD if not prepaid		$
Shipping insurance $10 per clock		$
Shipping $24/clock UPS ground (AK & HI $44/clock). $10/card rack (AK & HI $17/rack).		$
Single company annual hardware maintenance with loaner (per clock) $200		$
Single company annual telephone support (for up to two people) $100		$
SHIP TO:	TOTAL	$
Name:		
Company		
Street Address		
City/State/Zip		
Area code/Telephone		