

An affordable human resources system that integrates with *PayMaster*[™] People-Trak[™] from Computer Aid Corporation[®]

Have you been wishing for a computer program to track employee information, such as performance reviews, emergency contacts, education/skills, job profiles, vacation leave, etc? When asking health insurance companies to bid, do you wish you had a handy list with hire dates, birth dates, and sex (like the one illustrated) to submit to them?

We've got the solution for you: People-Trak. It's a series of affordable software modules that form a comprehensive human resource information system. Because of its modular design, you buy only what you need when you need it. Many companies start out with the Personnel Management module and add others later on.

SEPTEMBER 16, 1994 HEALTH INS QUOTE			
<u>FULL NAME</u>	<u>HIRE DATE</u>	<u>BIRTH DATE</u>	<u>SEX</u>
ADAMS F J	10/06/87	03/22/64	M
ARMSTRONG P W	03/12/91	05/14/61	F
BARTLETT C R	01/26/93	09/21/67	M
BEYER N A	05/07/94	09/15/72	F
CHENG J E	11/12/86	01/20/62	M
DURKIN M L	07/27/77	07/17/47	M
FANTARE C N	02/28/85	09/18/64	F
FRANKLIN E J	12/01/79	08/18/58	F
FREID V M	08/16/82	05/31/42	F
HEALY C P	11/15/92	03/18/63	F
LAUREN P B	05/20/94	02/21/51	M
REES M A	07/25/94	09/13/64	F
REILLY W T	06/03/67	03/23/37	M
STERN D B	10/20/85	07/07/51	M
WATANABE R H	08/02/90	04/11/67	F
WEIRIN I M	04/15/94	07/10/60	M
WILSON G A	03/25/91	02/06/68	M

Custom report from People-Trak

People-Trak puts at your fingertips what you need to file EEO reports; track attendance accruals and balances, performance reviews, benefits, and compensation history.

In addition to many pre-defined reports, forms and labels, People-Trak offers, through its user-friendly menu system, a custom report writer, using tables and lists to ensure data consistency.

Use it in conjunction with *PayMaster* and you enter an employee's basic information only

once. Information from People-Trak goes directly into *PayMaster*, eliminating extra keying of names, addresses, social security numbers, and job information.

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Mag Media Filers

Changes to the 1994 W-2 mag media format require program changes to *PayMaster*. AutoUpdate subscribers will automatically receive the necessary program. All others, call now to upgrade. Don't be left out in the cold waiting for penalties.

People-Trak, continued from page 1.

The modules available are:

- Personnel Management
- Time & Attendance
- Training History
- COBRA Administration
- Job Profiles
- Applicant Tracking
- Requisition Tracking

the EEO report below. In addition, custom reports are easy to prepare and allow you to get the information, and only the information, you need.

Whether you use People-Trak as a stand-alone program, or integrated with *PayMaster*, we think you'll agree that it's a powerful tool to help make your job easier.

EEO REPORT											
09-16-1994	TOTAL EEO - 1 FOR FLORA ENTERPRISES 1024 FLOWER LANE, VIENNA, VA 22180										PAGE 1
Employee Group	Sum Total	----- Male -----					----- Female -----				
		White	Black	Hisp.	Asia	Indian	White	Black	Hisp.	Asia	Indian
Off./ Mgrs.	8	3	1	0	0	0	3	0	1	0	0
Profess'l	0	0	0	0	0	0	0	0	0	0	0
Technician	0	0	0	0	0	0	0	0	0	0	0
Sales Wrkr.	1	0	0	0	0	0	1	0	0	0	0
Clerical	2	0	0	0	0	0	1	1	0	0	0
Craft-Skill	8	2	1	3	0	0	2	0	0	0	0
Operatives	0	0	0	0	0	0	0	0	0	0	0
Laborers	1	1	0	0	0	0	0	0	0	0	0
Service	30	7	3	9	1	0	7	2	0	1	0
TOTAL	50	13	5	12	1	0	14	3	1	1	0
Race Coding Errors - 0				Sex Coding Errors - 0				EEO Coding Errors - 0			

Page 1 of People-Trak's standard EEO report

People-Trak:

- ❖ Maintains information required by federal laws and regulations.
- ❖ Tracks salary and wage costs.
- ❖ Tracks other compensation costs.
- ❖ Does COBRA administration.
- ❖ Provides both standard reports and customized reports based on ad hoc queries of any field.
- ❖ Tracks time and attendance records and appropriate accruals.
- ❖ Maintains salary and job change history.
- ❖ Produces and maintains job descriptions.
- ❖ Tracks requisitions on job openings.
- ❖ Tracks information about job applicants and their status within the application/hiring cycle.

New modules in the works include: OSHA, Training Administration, Position Control, Benefits Statements, and Haz Mat.

People-Trak includes many standard reports, such as

THE BLUE PAGES

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Computer Aid Corporation
P.O. Box 1074
Vienna, Virginia 22183
703/281-7486
FAX 703/281-3461
Sales: 800/327-4AID

Tax law changes

Federal

Mag media W-2 filers—there are format changes for 1994 mag media W-2s. You need version 6.4 of *PayMaster* to prepare the correct mag media W-2s.

Paper filers—if you must report travel expenses on the W-2 (reimbursement to employees above and beyond the per diem allowed when receipts and an itemized accounting are not submitted), you need a program upgrade for *PayMaster*. For 1994, it goes in Box 13 with code P instead of in Box 1.

Watch this space (i.e. December **BLUE PAGES**) for additional information as it becomes available to see if **you** need a program upgrade. There may be more changes that the IRS hasn't yet publicized.

AUTOUPDATE SUBSCRIBERS: You'll automatically receive the program you need.

If you're not on AutoUpdate, call for pricing information for upgrading *PayMaster*. While you're at it, ask about our popular AutoUpdate plan.

State minimum wage

AR \$4.25 effective 7/1/94
 VT \$4.50 effective 1/1/95, \$4.75 1/1/96.

State new hire report

FL Required if employer has 250+ employees, effective 1/1/95.

State withholding

GA New withholding tables effective 7/1/94.
 IN Numerous county changes effective 7/1/94.
 LA Will not accept carbon interleaved W-2 mailer on paper less than 14 pounds. Suggest you use Laser W-2s, TT3B or 2-Wide.
 MD Piggyback rate for Prince Georges County will drop from 60% to 58%, effective 1/1/95.

MI City of Ionia now has an income tax, effective 7/1/94.
 OH Local tax increases effective 7/1/94.
 PA Withhold Philadelphia income tax from wages paid to a Philadelphia resident who works outside the city, effective 8/15/94. Also many changes in local earned income and occupational privilege taxes, effective immediately.

State unemployment

IL Mag media filing required if 250+ employees, effective 3rd quarter 1994.
 KY Mag media filing required if 250+ employees, effective 3rd quarter 1994.
 WA Industrial Insurance rate changed to \$.0236 for each hour worked, effective 1/1/95.
 MN Taxable wage base increases to \$15,300, effective 1/1/95.

Current unemployment taxable wage bases					
AL	\$8,000	LA	8,500	OK	10,700
AK	23,800	ME	7,000	OR	19,000
AZ	7,000	MD	8,500	PA	8,000
AR	9,000	MA	10,800	PR	7,000
CA	7,000	MI	9,500	RI	16,400
CO	10,000	MN	15,100	SC	7,000
CT	9,000	MS	7,000	SD	7,000
DE	8,500	MO	8,500	TN	7,000
DC	9,500	MT	15,100	TX	9,000
FL	7,000	NE	7,000	UT	16,200
GA	8,500	NV	15,900	VT	8,000
HI	25,000	NH	8,000	VI	22,500
ID	20,400	NJ	17,200	VA	8,000
IL	9,000	NM	13,100	WA	19,900
IN	7,000	NY	7,000	WV	8,000
IA	13,900	NC	13,200	WI	10,500
KS	8,000	ND	13,000	WY	11,400
KY	8,000	OH	8,750 (9,000 in 1995)	Fed	7,000

Q & A

Q. I'm in the middle of processing payroll and there's a new employee I forgot to add. Do I have to start over?

A. No. Just follow these steps:

1. If processing batch, finish entering the information on the batch screen and press [END] to process it. If using interactive, finish entering the information through the last employee.
2. When you're at "Print pre-check register?", press [ESC] to return to the main menu, and initialize the employee.
3. Choose RESUME from the main menu; respond *n* till you're at "make corrections?" where you respond *y*. At the employee prompt, enter the new employee's code. (You have to enter the code for each new employee. Pressing [END] or [F4] won't bring up newly initialized employee(s).) When the employee's screen appears, it's without pay rates. Press [ALT] + C to display pay rates. Enter appropriate hours etc. and you're back in business.

Q. My state's minimum wage is higher than the federal minimum wage. How does that affect my employees?

A. You must pay the higher minimum wage. This applies to all states where the state minimum wage is higher than the federal minimum wage, including: AK \$4.75; DC \$5.25; HI \$5.25; IA \$4.65; NJ \$5.05; OR \$4.75; RI \$4.45; WA \$4.90; and VT (1/1/95) \$4.50.

Q. I had to reprint some of my checks because my printer crinkled some of them. Do I have to void the crinkled checks?

A. Reprinting checks does not affect the pay files. It affects only the check register and

check history file. If you don't use the check register or history file, you don't have to void the reprinted checks. If you do use them, however, void the old checks, which will void them from the check register and check history file, but **do not** deduct them from the employee pay files. [When *PayMaster* asks this question, respond *n*.]

To void a check only from the check register and check history file, follow these steps:

1. From the main menu, choose CALCULATE, VOID CHECK.
2. **Void a check? (y/n).** Enter *y*.
3. **Current check? (y/n).** Enter *y* (if it is current).
4. **Check control no=** . Enter number.
5. Employee screen is now displayed, showing gross, taxes, net pay. **OK to void check? (y/n).** Enter *y* (assuming it's correct check).
6. **Deduct from employee pay files? (y/n).** This question is very important. If you reprinted a jammed/crinkled check, enter *n*.
7. **Void complete. Press a key.** Press any key.
8. **Void another check? (y/n).** *Y* or *n*, as appropriate.
9. **Print void check register? (y/n).** Enter *y*.
10. If you did not deduct from employee pay file, your report should show all zeroes, since the pay files were not affected.

Your check register will show void check amounts in parentheses, immediately following the original check:

1031	284.26	Busser, Billy	9/16/94
1031	(284.26)	Busser, Billy	9/16/94
1032	498.68	Barr, Debra	9/16/94
1032	(498.68)	Barr, Debra	9/16/94

Your check history file will also show void checks in parentheses.

User spotlight

Throughout the BLUE PAGES there are references to payroll tax laws and requirements in effect as of the date specified. These references to the laws and the explanations provided are designed to familiarize the employer with said laws, but are not meant to serve either as a legal or accounting opinion, or as any indication that reference to the Internal Revenue Code or Regulations issued thereunder and appropriate administrative or court rulings interpreting same is unnecessary. All persons using this newsletter should look to and rely upon their respective legal counsel and accountants with respect to these laws and requirements.

"PayMaster's batch screen convinced me that this was the payroll software for us. I've never seen a better data entry method before or since!"

"Computer Aid keeps current with the tax laws and calculations that affect us. This year they helped us take advantage of the new FICA credit on excess tips and saved us \$5,900. I heard a lot of people missed that."

Woodloch Pines was selected three times as a favorite vacation resort by **Better Homes & Gardens**. A beautiful resort, it's set in the Poconos mountains by Lake Wallenpaupack, the largest recreational lake in Pennsylvania. Guests enjoy tennis, racquetball, basketball, bocce, shuffleboard, go-carts, aerobic classes, horseshoes, hiking on forest trails, biking on secluded byways, trout fishing in the Lackawaxen River, cross country skiing. There's also swimming in the beautiful pool, soaking in the jacuzzi, sensational meals in the lakeside dining room, and great entertainment in the nightclub.

In 1992, they added Woodloch Springs, a golfing and residential community. Its 18-hole championship golf course was selected by **Golf** magazine as one of the top ten best new courses in the United States.

Woodloch Pines and Woodloch Springs combined have over 600 employees—quite a few more than they had six years ago when they were using an IBM System 23 computer with two 8" floppy drives.

Chuck Lockwood, head of the MIS Department at Woodloch Pines, installed a network of six PCs six years ago. Then he and Anthony Manzione, the Human Resources Director, began their evaluation of restaurant/hospitality software. Chuck says "Eric Erhardt, owner of Erhardt's Lakeside Motel and Restaurant in Hawley, PA, was using *PayMaster*. I went to his hotel and watched him run the payroll software. Based on what I saw, I ordered the demo kit and tried it myself. I was very concerned about speed and ease of use. All the other programs I evaluated required data entry employee by employee. *PayMaster's* batch screen convinced me that this was the payroll software for us. I've never seen a better data entry method before or since! And I have looked at many packages, including Solomon's, Armour and Diamond."

PayMaster also handles meal credits, tips and tip credit, as well as tracks and accrues vacation time,

which is a must for Woodloch Pines. Once we found the payroll, we got Computer Aid's accounts payable and general ledger software."

Now Woodloch Pines uses *PayMaster* to process payroll for all of the 600+ employees at their two properties. Chuck has written his own time & attendance program, which uses *PayMaster's* Digital Dining interface—eliminating hours of data entry each pay period for Laurie Pratt, Payroll Coordinator. Laurie says, "I started working on *PayMaster* four years ago and had never used a computer before. *PayMaster* was so easy to learn—I had no trouble using it. I love all the changes made to the program over the past few years. And I really enjoy having human resources on the computer."

In November 1993, Chuck and Anthony added People-Trak, the human resources software that interfaces with *PayMaster*. Anthony says "People-Trak has saved so much time doing census reports for benefits. The report writer lets me print out anything I need. We just started entering our applicants and using the EEO reports required by the Department of Labor. Before, all of this had to be done by hand. Now we can print the demographics of our staff immediately. New employees entered into People-Trak are imported into *PayMaster*, saving time by eliminating rekeying of data."

Anthony Manzione & Chuck Lockwood

Chuck says, "In the six years since we started using *PayMaster*, as Woodloch Pines has grown *PayMaster* has grown with us. We now have three local area networks in a wide area network with *PayMaster Xtra*, the Digital Dining interface, the People-Trak Human Resources modules, 401(k) calculations, and

mag media filing."

***PayMaster* Version 6.4 to ship before year-end.**

AutoUpdate subscribers will automatically receive *PayMaster* 6.4 which includes:

- Check Receipt Register (suggested by Darnita Carey of Quality Atlantik Beach, Freeport, Grand Bahamas).
- New Hire Report (suggested by Nancy McElroy, LightHouse, Virginia Beach, VA).
- Option to print Workers Comp detail listing added to Check History—a complete audit trail (suggested by Stan Schroeder, Schroeder Enterprises, Temecula, CA).
- W-2 mag media changes.
- Laser printing of W-2s on blank perforated paper. Prints 3-up for each employee to eliminate collating employee copies. [You need to purchase a separate add-on computer program to import your *PayMaster* data and print the W-2s.]

If you're not on AutoUpdate, call to find out the cost to upgrade from your current version.

Or, better yet, sign up by December 1st for AutoUpdate so the ver 6.4 upgrade will be included in your annual AutoUpdate subscription cost. You'll save money and will always have enhancements as soon as they are available, as well as the version needed for your W-2s.

Alert! Alert! Do not use DOS 6.2's disk compression for your payroll or other accounting data. Procedures may not work correctly (such as processing end of month).

Introducing People-Trak
The affordable Human
Resources System

People-Trak Price List and Order Form

**Send your prepaid order so it's received by December 31, 1994,
to take advantage of the special introductory price.**

✓ to order	HUMAN RESOURCES MODULE	Special Introductory price	Price after 12/31/94	Total
	Personnel Management	\$295	\$699	
	Time & Attendance	\$149	\$299	
	Training History	\$99	\$199	
	COBRA Administration	\$149	\$299	
	Job Profiles	\$99	\$199	
	Applicant Tracking	\$199	\$499	
	Requisition Tracking	\$99	\$199	
	Single user package price	\$995	\$1,999	
	Multiuser package price	\$1,595	\$2,499	
	<i>PayMaster</i> interface	\$500	\$500	
	Annual upgrade (all modules)	\$295/yr	\$295/year	
	Pay as you go—upgrade individual modules.	n/a	33% of module purchase price	
	Annual telephone support if you are on <i>PayMaster</i> support.	20% of your <i>PayMaster</i> annual support	20% of your <i>PayMaster</i> annual support	
Name:		Date:	SUBTOTAL	
Company:			4.5% Sales Tax if VA resident	
Street Address:			Shipping & handling 10% of SUBTOTAL	
City/State/Zip				
Area code/phone			TOTAL	

**Send to: Computer Aid Corporation
P.O. Box 1074
Vienna, VA 22183
1-800-327-4AID**

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People-Trak Human Resources Software

- ✓ Special introductory price if your prepaid order is received by December 31, 1994.
- ✓ Guaranteed to integrate with *PayMaster*.
- ✓ Produces official EEO Reports.
 - ✓ Does COBRA administration.
 - ✓ Includes custom report writer.

PHONE 703/281-7486
SALES 800/327-4AID
FAX 703/281-3461

(fold here)

From:

**Place
postage
here**

**Computer Aid Corporation
P.O. Box 1074
Vienna, VA 22183**

Tape on all open sides.

Tape on all open sides.