Save money with *PayMaster*'s multi-division version

❒ Reduce your tax liability ❒ Keep executive payroll confidential

❒ Save significantly on administrative costs ❒ Process payroll more quickly

Inside

❒ **Reduce your tax liability**

Why pay FUTA and SUTA twice when an employee works in two locations? William Tree tends bar at Flora's full service restaurant in Virginia (tax code 1) and also works the counter at their fast food restaurant in Maryland (tax code 2).

PayMaster™ with multi-divisions allows Flora's to process payroll for

each division separately, or all divisions at the same time. Either way, when it's time to calculate and pay FUTA and SUTA, Flora's pays on William's combined income, only up to a single wage base.

Since William lives in Virginia, Maryland allows Flora's to include

Divisions cont'd from page 1.

him in their Virginia unemployment instead of Maryland's. (Not all states are reciprocal. If your state does not allow this, *PayMaster* can handle that also.)

Our wage report for Virginia, shown here, shows William's total quarterly earnings from both locations—$3,738.02.

He is not included at all on the Maryland report shown below.

Once he reaches $8,000 (the current VA wage base) in combined income from the two locations, Flora's won't pay any more SUTA tax on his 1996 earnings.

And, Flora's will pay FUTA only on his first $7,000 combined earnings.

PayMaster's multi-division version easily handles this for you.

You can process payroll for each division separately, or you can do them all together. Each employee, no matter how many divisions he works in, will have federal employment taxes calculated on his combined wage base, and state employment taxes calculated depending on which SUTA code he is in.

The tax savings can be phenomenal. A company with managers who rotate among locations will pay FUTA and SUTA on the wage base only once, not on the wage base in each location. And if the managers earn above the OASDI level for all locations combined, the company's OASDI payment is reduced.

❐ Save significantly on administrative costs.

No more hours spent in manual calculations. No more time spent tracking errors. *PayMaster*'s multi-division version lets you print individual division reports or consolidated tax reports—941s, W-2s, 940s —whenever you wish.

With multiple divisions in multiple states, *PayMaster* will print state unemployment reports by SUTA tax code, so you get one report per SUTA code, which includes all of the employees with that SUTA code.

And, your employees who work in multiple locations will get one consolidated W-2, rather than one for each location. *PayMaster* is doing its part to save trees.

❐ Keep executive payroll confidential.

Don't want the payroll staff to know executive or owner salaries? Create a separate division for executive payroll. Use a password that has

three levels (see pages 2-91 to 2-92 in the *PayMaster* manual) for the company. In the confidential division, enter a password on the division screen.

Now, only those users with the full password can access the password-protected division. Other users trying to access that confidential division

will get a screen message requesting the division password.

You can then process payroll separately for each division, doing the confidential division yourself. Of course, as with all divisions, this one is automatically included when you print reports for the entire company.

❐ Process payroll more quickly.

— **Interface to *PayMaster* from a time clock or point of sale system.**

With an interface, you eliminate data entry of hours, tips, and receipts. Vali Galasso (spotlighted on page 7) says "Just a few months ago, we got the Digital Dining interface to *PayMaster*. It is so easy! I call each store, tell the computer to send the file, and it's all there waiting for me. Each division has different filenames, so I can download them one right after the other. Then, I double click the *PayMaster* icon, go into batch processing, and **boom**—all the hours and tips are on the screen. It's wonderful!"

— **Process all divisions using batch input.**

Enter information for Division 1 on the batch screen, press <end> to process; enter Division 2's information, press <end>, etc.

PayMaster prints the pre-check register for Division 1 (detail, job

totals, GL report, division payroll, tip report (if applicable), FTD report); then does the same for Division 2, etc.

Time to print the checks? *PayMaster* does one division right after the other. Send each location their checks (and the paycheck receipt register) without having to sort them.

And then *PayMaster* prints a check register for you, in check number order, for all divisions combined.

— **Have many people processing payroll at the same time with *PayMaster*'s networked version.**

Payroll for a large company can be processed much more quickly if one person can be processing payroll for Division 1, while another is entering information on new employees in Division 2. Yet another can be printing reports for Division 3.

You can use different bank accounts for each location. You can have both tipped and non-tipped divisions.

Life in the payroll department was never easier.

Tax law changes

All changes effective 1/1/96 unless otherwise indicated.

Federal

EIC New tables.

State Disability

CA Disability reduced to .8% of first $31,767.

HI Maximum weekly wage base for 1996 is $599.76. Weekly deduction of $3.

OR Withhold 1.1% from an employee's wage for each hour or part of an hour worked.

RI Disability taxable wage base is $38,000.

State Minimum Wage

MA $4.75 and tip credit of 50% effective 1/1/96; $5.25 effective 1/1/97.

State New Hire Report

MD Increased the amount of data it requires to report.

State Unemployment

See the table to the right for new or confirmed wage bases.

MD Mag media now available in *PayMaster* 7.03.

MT ICESA format required effective 10/1/96.

NJ Employers with 100+ employees must report by magnetic media.

Check your tax tables (INIT/TAX/UNEMP) against the wage bases shown below. The states left blank have not been confirmed. Check your quarterly form for the 1996 wage base.

Current unemployment taxable wage bases					
AL	$8,000	LA	7,700	OK	10,900
AK	$24,400	ME	$7,000	OR	20,000
AZ	$7,000	MD	8,500	PA	8,000
AR	$9,000	MA	10,800	PR	7,000
CA		MI		RI	$17,000
CO		MN	15,800	SC	7,000
CT	11,000	MS	7,000	SD	7,000
DE	8,500	MO	8,500	TN	7,000
DC		MT	15,800	TX	9,000
FL	7,000	NE	7,000	UT	$17,200
GA	8,500	NV	16,600	VT	8,000
HI		NH	8,000	VI	$13,400
ID	21,600	NJ	18,000	VA	
IL	9,000	NM	13,900	WA	20,300
IN	7,000	NY	$7,000	WV	8,000
IA	14,700	NC		WI	10,500
KS	8,000	ND		WY	12,100
KY	8,000	OH	9,000	Fed	7,000

State Withholding

MN New withholding tables.

OH Various local taxes. New School District Income Taxes (*PayMaster* 7.02 **Xtra** handles these!)

PA Philadelphia tax rate reduced to 4.86% resident & 4.2256% for non-residents.

RI New withholding tables.

UT New withholding tables.

VT New withholding tables.

WV Individual earning less than $10,000/year will be excluded from state income tax effective 7/1/96.

□■

Q&A

Q. Is there a way to print W-2s by store so we can distribute them to employees still on staff and save postage? This would save a lot since we have over 2,000 employees in 30 locations.

A. You can print paper W-2s by division. Then, to prepare the mag media, which must be in SSN order for the entire company, print by company. Print to the screen to save paper, and your mag media file will be created for the entire company.

Remember, if an employee works in more than one division, printing *by division* gives the employee a W-2 for each division in which they work; printing *by company* combines the earnings from all divisions, and prints one W-2 per employee.

Q. I'm using the Digital Dining interface to *PayMaster* to bring over hours, receipts and tips. Currently, I bring over data for each store separately, run its payroll; repeat for next store. I want to save even more time. Can I bring all the data in from each store, and process all of the payrolls at one time?

A. Yes, with a new interface from Computer Aid (no charge if you're on AutoUpdate). The only other thing you need is to have your Digital Dining dealer change the files names to pr01.exp, pr02.exp, etc.

Q. We have a lot of new employees each pay period, spread throughout all of our divisions. Is there a quick way to enter them?

A. You can initialize them all while you're in division 1, entering the appropriate division number for their jobs. Then reindex from the Utility menu. (*PayMaster* 7.03, to be released soon, will not require the reindex.)

You can also "clone" an employee to save yourself some work. Enter the code or SSN of the employee you want to duplicate. *PayMaster* will respond "**duplicate emp code/SSN**" and ask if you want to "**Retrieve employee?**". Respond *Yes*, and then change the appropriate information. This is great when you have to enter a lot of new tipped employees with the same wage.

Q. When I process the batch screen, I get a message at some employees that FUTA & SUTA calculations may be wrong. Why? And is there a way I can stop the message so it doesn't slow me down?

A. *PayMaster* calculates FUTA & SUTA on the department summaries and payroll journal for your general ledger. When processing all divisions, you get this message for employees who work in more than one division, because the calculations are not complete until all payrolls are processed. *PayMaster* 7.03 will give you the option of overriding the message for all employees, so you'll get it only once.

Q. I just got a new computer and it comes with Windows 95. Does *PayMaster* run OK under Windows 95?

A. Yes, we have a lot of users who are successfully running *PayMaster* under Windows 95.

To set up a shortcut to *PayMaster* on your desktop,

You may have noticed— we have a new look. And a slogan! We hope you like it as much as we do.

And, over the next few issues, we'll be changing the look of the BLUE PAGES. Let us know what you think.

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open My Computer or Explorer and go to your *PayMaster* folder. Find the PAY.BAT file. It'll say simply "PAY" unless you've changed your options to display the DOS filename extension. Either way, it has this batch icon.

Click the right (instead of the left) button on your mouse on the PAY.BAT file and left-click Create Shortcut. Then drag it to your desktop. Voila! Instant shortcut!

You might want to right-click on this shortcut icon, left-click Properties, select the Screen tab, and left-click to put an X on "full screen" in the Usage section.

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User spotlight

"Computer Aid's service and support are great. When something new comes up, they get to work on it right away."
  Vali Galasso, Shore Pizza Huts

The Eastern Shore of Maryland is home to Shore Pizza Huts, owned by Vali and Mark Galasso. Vali's father started Shore Pizza Huts 20 years ago. Vali learned the restaurant business from the bottom up, starting as a waitress while in college. After graduation in 1979, she started full time, learning the administrative end.

After the birth of their first child, Vali's husband, Mark, took over the operations. Now both Vali and Mark operate the four stores in Kent Island, Chestertown, Centreville, and Denton. Vali loves working with numbers and Mark loves working with people—a winning combination

Mark and Vali Galasso in the Shore Pizza Hut office

for successful restaurants!

At the end of 1993, Vali, a member of the MD Restaurant Association (MRA), was in Washington, DC, lobbying. She mentioned she needed payroll software. Paula Kreuzburg, MRA president, owner of Mrs. K's Toll House, and a long-time *PayMaster* user, suggested she call Computer Aid.

Vali says "I was using Account Mate software. General ledger & accounts payable were wonderful! But, with all of the payroll tax law changes, they just couldn't keep that part current, so I had to do a lot of manual calculations and reports. I had to manually deduct our cafeteria plan to calculate gross wages each payroll. Not only were my unemployment figures off, but my W-2s were also!"

"When the Maryland Employment or Worker's Comp office would call and ask for 13 weeks earnings and deductions, I had to do it manually."

"It was getting to be too much work, so I was considering going to ADP. But my accountant said 'if you find really good payroll software, you can save a lot of money. It's much more cost effective to do payroll in-house.' So I took Paula's advice, and called Computer Aid. Their program, *PayMaster*, had everything I needed —cafeteria plan deductions, multiple divisions—and more. Plus, the annual cost is a lot less than using
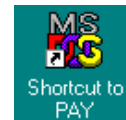
ADP."

"In January 1994, we started using *PayMaster*. Even with the cost of hiring a payroll clerk, I was able to save a lot of money. And, I saved a lot of time. We have four stores, so we got *PayMaster* **Xtra** with multi-divisions. Divisions lets us get labor costs for each store, and consolidated tax reports—one set of W-2s, one 941, one 940. And, we pay unemployment on each employee only once—not for each division."

"The Check History Report in *PayMaster* **Xtra** is wonderful. I can get the detail I need for a range of dates when requests come in for worker's comp or unemployment."

"Computer Aid's service and support are great. When something new comes up, they get to work on it right away. Just recently, I got a child support garnishment order for 50% of net pay. I called Computer Aid and they shipped the new release (version 7.03) to me early because it allows withholding a higher percentage of net pay. That's one of the advantages of using a more advanced payroll system from a company dedicated to payroll! They know what's needed."

"At the beginning of 1995, I talked to Donna Rosen at Computer Aid about point-of-sale systems, because I wanted to get one that would interface with *PayMaster*." I was skeptical because I had put in another system on a trial basis, but it hadn't worked out. Donna recommended Digital Dining—Bill McKelvey of Hospitality Management Systems had the Digital Dining system running in five locations near us, two of which interfaced to *PayMaster*."

"So we installed Digital Dining, which is a piece of cake. The employees understand it, and it saves my managers hours of paper work—allowing them to have more time for taking care of the customers and overseeing the operations of the restaurants. What used to take them five hours now takes one."

"Just a few months ago, we got the Digital Dining interface to *PayMaster*. It is so easy! I call each store, tell the computer to send the file, and it's all there waiting for me. Each division has different filenames, so I can download them one right after the other. Then, I double click the *PayMaster* icon, go into batch processing and **boom**—all the hours and tips are on the screen. It's wonderful!"

"Recently, we got a new payroll clerk, Suzy   She's computer literate, so I just laid out the instructions for running *PayMaster* and she was able to do payroll with very little help. With *PayMaster* and Digital Dining, I have more time for my other life — my husband, children, and horses."   □■

What's in store for *PayMaster* users?

6 jobs!

A new version of *PayMaster* will ship this summer. We know a lot of users with employees working more than three jobs have been eagerly awaiting this update.

If your time & attendance system handles six jobs and you are interfacing to *PayMaster*, call to request the new interface. Then all six jobs will be brought in. The batch screen will display the first three jobs of each employee. Jobs 4 through 6 can be displayed via "make corrections" on the interactive screen.

Not interfacing from a time & attendance system? Enter jobs 4 through 6 via "make corrections" or while processing interactive. As always, AutoUpdate subscribers will receive the *PayMaster* upgrade automatically, at no additional cost.

If you're not on AutoUpdate, call for price information. 1-800-327-4AID. ☐■