

# Save on Payroll Processing – Combine Your Time & Attendance System with Interface Software Into *PayMaster*<sup>™</sup> *And You Save Time While Increasing Accuracy!*

## ☐ Make your life easier

Payroll processing can take up a lot less time if you take advantage of the technology available today.

If your employees are clocking in at a mechanical time clock...if you do any manual calculations to arrive at hours worked...or if you don't have reports to show who forgot to clock in or out...*give us a call*. We have inexpensive solutions to totally automate your time and attendance system to save you time and money.



clock from Computer Aid for their 230+ employees.

Assistant Office Manager Elizabeth David says, “The time clock is a godsend. The combination of automatic time and attendance and *PayMaster* makes my job easy.”

## ☐ Interface to *PayMaster*

With an automated time & attendance system, you can save even more time (and money) by bringing the data automatically from the time & attendance system into *PayMaster*. Elizabeth says, “When it’s time to do payroll, I export the total hours from the time clock software and bring them into *PayMaster*. It takes less than an hour to have my paychecks printed and ready to give to employees.”

Continued on page 2

## ☐ Benefits of Automated Time & Attendance

The Court of Two Sisters restaurant in New Orleans, Louisiana, (spotlighted in this issue on page 5) has a Time America<sup>™</sup> TA520 time

“Before we purchased the TA520 from Computer Aid, all of our employees manually signed in and out on paper. Getting the information ready for payroll took a very long time. And, it was so easy to make a mistake. Now, each day I spend a few minutes making sure everyone has clocked in and reported their tips from the previous day. When the operational supervisors add the missing punches at the time clock or I enter them in the time clock software, all the hours are recalculated.”

### Important reminder for end-of-quarter

– Remember to process **end of month/quarter** at the end of each quarter, so your new quarter figures will be accurate.

It’s a good idea, each time before processing End of Month/Quarter, to DISPLAY/PAYROLL/QTD AND/OR MTD so you can see if you’ve already done so.

### What's inside

Time & Attendance Systems	1-2
Email addresses	2
Tax law changes	3
Q&A	4
Spotlight on The Court of Two Sisters, New Orleans	5
Mag Media Quarterly Reports	6

## Time & Attendance Systems continued from page 1

No matter what time and attendance system you use, you can purchase an interface from Computer Aid to bring your data – hours worked, receipts, and tips – into *PayMaster*. We currently offer 34 interfaces, starting at \$1,000. If yours is not on our list shown in the table below, please give us a call. We're developing new ones all the time. All we'll need is the file layout from your POS or time clock program.

For information on time & attendance interfaces to *PayMaster*, please call us at 703-281-7486.  ■

Computer Aid has interfaces to import data (hours worked, receipts and tips) from these systems into *PayMaster's* batch screen

ALOHA	Micros 8700
Amano	NCR 2160
Delivery Plus	PAR 2000
Digital Dining	PayMaster Plus
EASytime	POSitouch
ETPlus	Rapid Fire
Gamma	ReMACS
Golden Corral	Right Touch
HSI	Sable
IDS	TA 200
Kronos TKC	TASC 150
LMPlus	Touch 'n' Serve
Micros 2700-Ver 4	Tridata
Micros 2700-Ver 5	SDA
Micros 3700	Squirrel
Micros 3700-C&C*	SUS
Micros 4700	Uniquist

\* C&C = cash & credit card amounts separate

*Custom interfaces are available. Please call 703-281-7486 for information.*

## Do We Have Your Email Address?

We find we're using email for more and more things – sending updated tax tables,



program changes, responses to questions, information on check orders, etc.

We have email addresses for many *PayMaster* users, but we're sure there are many more who have access to email.

We'd like to get an up-to-date accurate list of email addresses, so even if you think we have your email address, please send us a message, addressed to:

payrolls@ix.netcom.com. The subject line should read: **Update Database**. Thanks!  ■

## Tips • Tips • Tips

- Have an employee who moves to a different state or locality mid-year?

All you have to do is “clone” him or her, changing the state code for withholding taxes. Inactivate the original employee (in the former state), and use the newly cloned employee for processing payroll. *PayMaster* will generate two W-2s for the employee, allowing the employee (and you) to have a record of wages **and** withholding for each state and to have two separate W-2s – one to submit to each state.  ■

## User Spotlight, continued from page 5

frequently sends me request forms requiring pay dates, hours worked, and the amount earned to determine the amount of child support garnishments. I just send them *PayMaster's* check history report! There's no need to fill out the actual form. When employees apply for a bank loan, if the employee hasn't kept paycheck stubs and needs proof of income and employment, or if the bank requires verification that the check stub from the employee hasn't been altered, I just send the check history report.”

“When we have a pension or workers comp audit, I just print one report and give it to the auditor.”

Elizabeth says “I couldn't do without *PayMaster* and Computer Aid support. And the time clock is a godsend. The combination of automatic time and attendance and *PayMaster* makes my job easy.”  ■

### THE BLUE PAGES

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#### Computer Aid Corporation

P.O. Box 1074  
Vienna, VA 22183  
703-281-7486  
Fax 703-281-3461  
Sales: 1-800-327-4AID

## Tax Law Changes

All changes are effective 1/1/01, unless otherwise noted.

### State disability insurance

NJ Wage base increases to \$22,100

RI Wage base increases to \$42,000

CA Now .9% up to \$46,327

Please see the table on this page for SDI wage base information for 2001.

### State minimum wage Make the change in *PayMaster* at INIT/DIVISION/DIVISION and change the hourly wage for affected employees.

CA \$6.25

CT \$6.40

MA \$6.75

VT \$6.25. \$3.44 for tipped employees

WA \$6.72

Important: If your state allows tip credit, change the tip credit percentage as well as the state minimum wage in *PayMaster* at INIT/DIVISION/DIVISION. Call us if you need help calculating your new tip credit percentage.

#### Example for VT:

Minimum wage for VT \$ 6.25  
Tipped emp min wage - 3.44  
Tip credit \$ amount \$ 2.81

To calculate the tip credit %, divide \$2.81 by \$6.25, which equals 44.96%.

After the **Tip Credit y** line on the Division screen, VT users would enter 44.96 as the **Percent of Minimum Wage**. This ensures that your overtime rate for tipped employees is calculated correctly.

### State unemployment

**Oops!** We had **MO** wrong in the December 2000 Blue Pages. Should be decreased from \$7,500 to \$7,000.

New mag media formats for:

CA 250 or more employees

WI 100 or more employees

WY 250 or more employees

Please see the table below for 2001 taxable wage base information.

### State withholding

Changes for these states:

CA	MA	NY City
CO	MD	OK
CT	ME	PR
DC	MN	RI
HI	MO	VT
ID	NO	

... and maybe more.



In *PayMaster*, check your tax tables (INIT/TAX/UNEMP and SDI) against the wage bases shown below and against the amounts shown on your quarterly forms.

2001 Unemployment Taxable Wage Bases (as of 2/28/01)					
AL	8,000	LA	7,000	OK +	10,100
AK +	25,500	ME	12,000	OR +	25,000
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	12,000
CO	10,000	MN+	20,000	SC	7,000
CT	15,000	MS	7,000	SD	7,000
DE	8,500	MO -	7,000	TN	7,000
DC	9,000	MT +	18,200	TX	9,000
FL	7,000	NE	7,000	UT +	21,400
GA	8,500	NV +	20,300	VT	8,000
HI +	28,400	NH	8,000	VA	8,000
ID +	25,700	NJ +	22,100	VI	* 14,700
IL	9,000	NM +	15,200	WA +	26,600
IN	7,000	NY	8,500	WV	8,000
IA +	17,900	NC +	14,700	WI	10,500
KS	8,000	ND +	17,000	WY +	14,100
KY	8,000	OH	9,000	Fed	7,000
* indicates 2000 rate      + increase      - decrease					

2001 State Disability Wage Bases (as of 2/28/01)		
State	Wage Base	Percentage
CA	46,327	0.9%
HI	employee's weekly wage	0.5%
NJ+	22,100	0.5% SDI plus 0.425% employee's unemployment fund contribution
NY	Employee's weekly wage	0.5% up to a limit of 60 cents
PR	9,000	0.3%
RI+	42,000	1.4%
+ increase      - decrease		

## Q&A

- Q. I'm doing a batch of bonus checks, but the employer/ees elected to not have 401(k) deductions on bonuses. *PayMaster* won't let me change the dollars to zero when I'm processing the bonus payroll. I get a message telling me to display the employee and change the percentage for the deduction. Is there an easier way to change it just for this one payroll?
- A. From the CALCULATE menu, instead of choosing BATCH, choose SELECT/INTERACTIVE, and respond "no" to **Calculate misc deductions?** All deductions except for taxes will then be ignored.
- Q. I forgot to print my 940 report until after I processed end of quarter. So I went to REPORTS/940, and selected LAST QUARTER. But it was all zeroes!
- A. It sounds like you processed End of Quarter twice. When you process End of Quarter, *PayMaster* moves the data from the Quarter-to-date file into the Last Quarter file and then zeroes out the Quarter-to-date file. If you process End of Quarter a **second** time, it takes the current Quarter-to-date information (which currently is all zeroes) and moves that information into the Last Quarter file.
- Your solution is to (1) back up your current data; (2) restore the backup from before processing End of Quarter, (3) print your reports(s), and (4) restore your current data.
- It's a good idea, each time before processing End of Month/Quarter, to DISPLAY/PAYROLL/ QTD AND/OR MTD so you can see if you've already done so.
- Q. I processed some select checks for one of our divisions, and then manually changed the Schedule B amount in *PayMaster* at REPORTS/941/DAILY TAX LIABILITY. But when I printed the Schedule B, the amount is a lot higher than it should be for that day. What's happening?
- A. Each division has its own "daily tax liability" file. When you print the Schedule B, *PayMaster* adds together each division's liability. When you made the manual change, you entered the daily amount for all divisions in one division's "daily tax liability." Change the amount for the division with the select checks to the amount for that division only, and you should be OK.
- Q. I'm confused. Our first pay date of the 2<sup>nd</sup> quarter is April 2. The pay period covered is March 25 through March 31. Am I supposed to "process End of Quarter" **before** or **after** I process the April 2 paychecks?
- A. It's the date of the paycheck that determines in which quarter and/or year the payroll belongs. The pay period covered does not matter. Paychecks dated April 2 belong in the 2<sup>nd</sup> quarter, so you would process End of Quarter **before** processing the April 2 payroll. The same applies at the end of the year. If you have a payroll with checks dated January 1, 2001, covering a pay period in December 2000, the payroll belongs 2001, the same year as the paycheck date of January 1.
- Q. I have an interface to bring hours and receipts into *PayMaster's* batch screen, but I see hours only for each person's first three jobs. Some of our employees work as many as six jobs. When I took over payroll processing, I was told that the hours for additional jobs **are** brought over by the interface and I just have to assume they are correct. But I really would like to double check these hours. Can I?
- A. Yes, you can, and you're correct in wanting to do so. When you're processing payroll, after checking and printing the information on *PayMaster's* batch screen, press the End key to process that information.
- The hours for jobs 4-6 will be visible when you "make corrections." On each employee's screen displaying jobs 1-3, simply press the Tab key to display jobs 4-6. The total wages, income, tips, receipts, deductions, and net pay are displayed on each screen – whether you're looking at jobs 1-3 or at jobs 4-6. To return to jobs 1-3, just press Tab again.



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.

## Spotlight on The Court of Two Sisters

***I couldn't do without PayMaster and Computer Aid support. And the time clock is a godsend. The combination of automatic time and attendance and PayMaster makes my job easy.***

*Elizabeth David  
Assistant Office Manager  
The Court of Two Sisters*

The Court of Two Sisters restaurant in the heart of the New Orleans French Quarter specializes in Creole cuisine and is famous for its daily Jazz Brunch Buffet with over 80 food items and a strolling Jazz Trio. Taking its name from the two Creole sisters who owned a notion shop on the site, the restaurant is family-owned and operated by brothers Joseph Fein III and Jerry Fein.

Prior to using *PayMaster*, they had an IBM System 36 computer with a payroll program customized especially for them. It was very expensive to get tax law updates, plus the hardware required costly maintenance contracts.

In the early 1990s they decided it wasn't a good idea to continue to rely on a program customized by an individual. If something happened to that person, what would they do? Their accounting firm researched payroll for restaurants and recommended *PayMaster*. The Court of Two Sisters ordered a *PayMaster* demo and the manual, saw that it would do what they needed (and wanted), and ordered it. Their return on the investment was only months!

After the payroll was up and running smoothly on *PayMaster*, they decided to get an automated time and attendance system. Employees had been signing in and out on paper, and the hours had to be manually calculated and entered into the payroll program.

Assistant Office Manager Elizabeth

David, who processes payroll, says, "We wanted to be sure that the time clock software interfaced with *PayMaster*, so we contacted Computer Aid since the time and attendance systems they sell are all guaranteed to work with their *PayMaster* payroll program. They recommended the TA 520 because it had all of the features we needed, and the cost was very reasonable."

"So we purchased the time & attendance system as well as the interface software to *PayMaster* from Computer Aid. Installing the interface software on the computer

Elizabeth David of The Court of Two Sisters was simple, and then in *PayMaster*, all we had to do was select the interface from the list. Now, when it's time to process payroll, I just press a couple of keys to bring all of the data into *PayMaster*'s batch screen."

Elizabeth says "I print over 230 checks biweekly and the paychecks are always right, unless an employee didn't punch in and out. One of our employees told me that since we put in the time clock his check has never been wrong! Before we had the time clock, all of our employees signed in and out on paper. Getting the information ready for payroll took a very long time. And, it was so easy to make a mistake. Now, each day I spend a few minutes making sure everyone has clocked in and

reported their tips from the previous day. When the operational supervisors add the missing punches at the time clock or I enter them in the time clock software, all the hours are recalculated. Then, when it's time to do payroll, I export the total hours from the time clock software and bring them into *PayMaster*. It takes less than an hour to have my paychecks printed and ready to give to employees."

"At my previous job, we used a payroll service. It is so much better having control and making my changes whenever I need to. No deadlines or restrictions. Doing the tax returns is as simple as pressing a key and printing the reports. Since I balance the figures every month, there is never any problem balancing at the end of the quarter or the end of year. *PayMaster* does my annual tip allocation and produces all of the necessary magnetic media for the state unemployment quarterly return and for the state and federal W-2s. This year I had my W-2s out by January 15."

"When Louisiana makes a change in the state unemployment mag media format, I don't have to worry – I'm on AutoUpdate for *PayMaster*, so I automatically receive an updated program that prepares the new report correctly."

"The check history report saves me so much time. To determine the amount of child support garnishments, the District Attorney's office

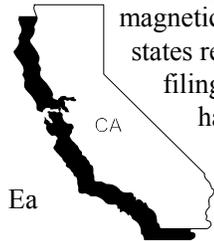
continued on page 2

# Wisconsin Unemployment Reports – With As Few As 100 Employees You Must File Mag Media. No Need To Worry if You're on AutoUpdate!



*PayMaster* AutoUpdate keeps you current with the ever-changing quarterly state tax returns. You never have to worry about being in compliance since the program changes are sent to you automatically.

Each state has its own format, both for filing paper and magnetic media. Many states require mag media filing if an employer has over 250 employees.



Each year, additional states require mag media for quarterly filing. California has changed the format again!

unemployment reports, and many of those now consolidate a couple of different reports. For the first quarter of 2001, Wyoming, California and Wisconsin have mag media changes.



Wisconsin now requires mag media filing if you have as few as 100 employees.

California combines state unemployment, disability and withholding information.

Beginning in 2001, Wisconsin employers with 100 or more employees must file on magnetic media.

WY changed their requirements three times in the last 12 months! Their report now combines state unemployment and state workers compensation information.



Wyoming changed the format three times in the last year.

If you're not on AutoUpdate now, call us at 703-281-7486 for information on signing up so you won't have to worry when your state format changes.



Remember to Process  
End of Quarter!  
Totally Automate Time & Attendance  
See Page 1