Get peace of mind with payroll tax support — a new service from Computer Aid®

❒ **AutoUpdate, Telephone Software Support, and now Payroll Tax Support — a winning combination**

Now the experts who know payroll tax law **and** the restaurant/hotel industry are available to answer your payroll tax law questions and help you solve those "my 941 doesn't reconcile" problems. You don't have to feel you're all alone out there without a net.

Effective immediately, we offer Payroll Tax Support. We've been doing it informally for a while and have discovered that it's something not everyone needs, and that when it's needed, it's not usually ongoing or recurrent. Our solution — offer it on an hourly basis only when you **need** and **want** it.
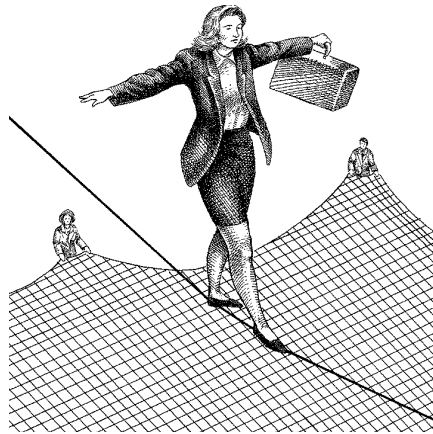
What's inside

❒ **What types of things are covered?**

We answer questions and solve problems relating to tax laws and tax reconciliation, such as:

–   If, at the end of the quarter,

your 941 doesn't match the FTD deposit or at the end of the year, your four quarterly 941s don't add up to your W-2 totals, and you cannot figure it out.

–   If you have a new type of benefit and aren't sure what the answers to the tax questions are.

–   If you need to file W-2c's and aren't sure how to do it.

–   If you cannot reconcile your biweekly payrolls to the

monthly report.

–   If you don't understand Employer FICA and how it is calculated, uncollected taxes, or pre-tax deductions, or the way they are handled differently on the Totals Page and on the FTD report.

–   If you are having a problem with your quarterly employment forms.

–   If you're not sure what reports you need to file at the end of the quarter and the end of the year.

Changes in Quarterlies for CA, MN, TX and WY

Please see the article on pages 3-4 for detailed information. AutoUpdate subscribers in these states will receive the new *PayMaster* program to handle their reports. If you need any of them and are not on Auto-Update, please call us for price and ordering information.

1-800-327-4AID

❐ How does it work?

When you need Payroll Tax Support, call us with a credit card to pay the one hour deposit at the beginning of the call. There is a 15 minute minimum, so if all you use is 15 minutes, three-quarters of your deposit would be refunded to your credit card. If your support takes more than one hour, the additional time is billed, in quarter-hour increments, to the same credit card number

No need to sign up ahead of time or pay for an entire year. You use it only when you need to and want to.

❐ What does it cost?

Tax Support by the Hour, in quarter-hour increments	
per ¼ hour	per hour
$30.00	$120.00

All Tax Support requires a one-hour deposit via credit card. Unused quarter-hours will be refunded to the same credit card.

❐■

❐ Wyoming

Wyoming's quarterly report changes take effect the second quarter of 1998. The report (shown below) combines unemployment wages, worker's compensation reporting and new hire reporting on one form WY047A.

The Hire Dates column includes the hire date of employees hired in the reporting quarter. The Regular Hours and Overtime Hours columns are for worker's comp reporting.

Users in Wyoming on AutoUpdate will receive their program update by the first week in July.

If you're not on AutoUpdate and need a *PayMaster* update to handle one of these new state reporting requirements, give us a call at 1-800-327-4AID for price and ordering information or to sign up for AutoUpdate.

❐■

New Quarterly Reports required for CA, MN, TX, and WY

❒ California

California's DE6 has been revised again, effective with the second quarter 1998. The new form, DE6 Rev 3 (1-98), requires the same information, but the spacing of the fields is different.

Since the new form requires a bar code and dots at the top right and lower left corner, *PayMaster* users can no longer use the Alternate form, but must use preprinted forms (order form below). If you need dot matrix forms instead of laser, please call us for information.

The *PayMaster* update required to print the new CA DE6 will be shipped to AutoUpdate subscribers by the first week in July.

ORDER FORM FOR CALIFORNIA DE6 FORMS			
Form	**Package price**	**# of packages of 25**	**Total Price**
Laser CA DE6 (Rev 3) form	$4.80 per pkg of 25		$
All orders must be prepaid, COD, or charged to a credit card. [ ] check [ ] COD [ ] credit card		Subtotal	$
If credit card payment, circle type: Visa MC AmEx Discover	Credit card #: Signature:		Exp date:
VA residents add 4.5% sales tax on subtotal			$
Shipping: $1.50 per package of 25. $7 minimum; CA, AK, HI $12 minimum.			$
COD charge $8			$
Ship to:		Total	$
Name:			
Company:			
Street Address:			
City/State/Zip			
Area code/telephone: Fax:			

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Tax law changes

Effective dates, if known, are noted.

❏ **Federal**

■ **W-2 changes for 1998**

Yes, the IRS is making changes this year to the format of W-2s. What we've heard so far is that Box 15 check boxes for Household employee and Subtotal will be deleted. There will be a new box on Form W-3 for Contact Person information. A sentence is added to the bottom of the W-2 reminding the filer not to staple or separate forms and not to send photocopies.

If you're not on AutoUpdate, consider signing up now. You don't want to wait until the last minute, especially if you must convert your data to use it in the current version of *PayMaster* (ver 7.2.2). Data from *PayMaster* 6.0 involves two steps — it must first be converted to 7 and then to 7.2.2.

> Don't forget to process End of Month/Quarter.
>
> Please see the Q&A on page 6 for more information.

■ **EFTPS (Electronic Federal Tax Payment System)** is mandatory 7/1/98 if federal income tax and FICA (OASDI/ social security and Medicare) liability was more than $50,000 in 1995. However, the 10% penalty if not using EFTPS has been extended to 1/1/99. To enroll, file Form 9779, EFTPS Business Enrollment Form. Call Nations Bank 800-555-4477 or First Chicago 800-945-8400.

■ Effective 7/1/98, the **941 FTD threshold** increases from $500 to $1,000. Currently, an employer whose federal income tax and FICA liability is less than $500 for a quarter does not have to make deposits within the quarter. Instead they may pay their taxes along with Form 941.

❏ **State minimum wage**

IN   State minimum wage increased to $4.25 10/1/98; $5.15 3/1/99. Effective 7/1/98, tipped employees must be paid a minimum of $2.13 per hour.

KY   State minimum wage increases to $5.15 7/15/98. Tipped employees must be paid a minimum of $2.13/hr.
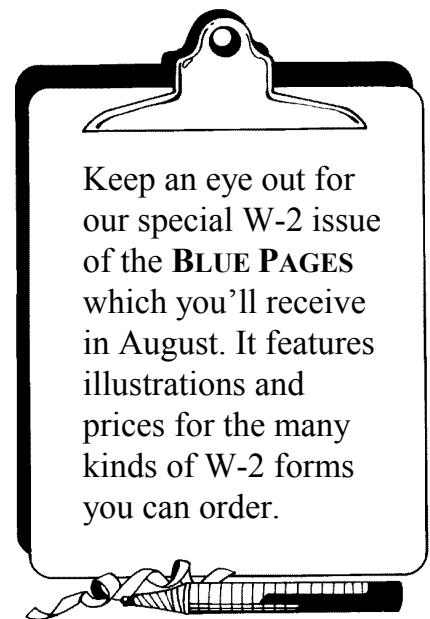
❏ **State miscellaneous**

CA   Court of Appeals has upheld adopting paying employees overtime when they work more than 40 hours per week, rather than when they work more than eight hours per workday. The change went into effect 1/1/98.

CA   Employees with five or fewer employees may elect to file form DE6 using a touch-tone phone. Call 916-654-9887 for more information.

UT   An employee may not refuse direct deposit if two-thirds of the employees have wages direct deposit and employer federal employment taxes equal or are greater than $250,000 per year.

❏ **State new hire reporting**

NJ   New hire reporting required.

VA   New hire reporting complies with federal law.

WA   10/1/98 new hire reporting will conform to federal law.

❏ **State withholding**

GA   New withholding tables effective 5/1/98.

MN   Income tax lowered retroactive to 1/1/98.

NM   New withholding tables effective 7/1/98.   ❏■

Keep an eye out for our special W-2 issue of the **BLUE PAGES** which you'll receive in August. It features illustrations and prices for the many kinds of W-2 forms you can order.

Q&A

Q. My state quarterly report has a new form. I need to do my first payroll of the next quarter, but I haven't yet received the new *PayMaster* program to print the new quarterly report format for last quarter. What can I do?

A. *PayMaster* always puts your current quarter's data in the LAST QUARTER data fields when you process end of month at the last month in the quarter. So follow these steps and you'll be OK.

1. **Back up your current data on a floppy diskette** (as you normally would prior to processing end of month/ quarter). Label this diskette with the name of the quarter and year. It's always a good idea to save each quarter's data until your W-2s are reconciled and printed.

2. **Print your reports as you normally do, but do not file your state quarterly report yet.** The state report you print here is for comparison purposes once you get your new program. (At a minimum, print the QTD 941, wage report, 940, and payroll summary. You can go ahead and file your 941 and make your 940 deposit.)

3. **Process End of Month/ Quarter.** This zeroes out the MONTH-TO-DATE data for each employee. If the **date of last check distribution** you enter is in the 3rd month of the quarter, it also puts the QUARTER-TO-DATE data in the LAST QUARTER fields, and zeroes out QUARTER-TO-

DATE. By doing this, you can print reports for LAST QUARTER later. Be careful and do **not** process end of quarter a second time. Doing it a second time will take the current QUARTER-TO-DATE data (which is **zero** if you haven't yet run a payroll for the new quarter) and put **that** in the LAST QUARTER fields. (This is why you make backups on floppy diskettes, just in case you do this.)

4. **Process your first payroll of the new quarter.** This will not affect LAST QUARTER'S data.

5. **Install the new *PayMaster* program** when you receive it.

6. **Print your state quarterly report, selecting LAST QUARTER** instead of QUARTER-TO-DATE and you should be all set. Compare the reports to the ones you printed in step 2, just to double check them.

Q. I rarely do a SELECT check and always get confused when I do it. Why does the <home> key not work the same way it does when I *"make corrections"* on my regular payroll processing?

A. When processing a payroll using batch, you press the <end> key to store the batch data. When you're *making corrections*, the data has already been stored. If you press <home> on the *"make corrections"* screen, the changed data is saved.

However, when you're processing SELECT check(s), each employee must be stored by pressing the <end> key. Interactive processing works the

same way — when you first enter the data for each employee, you must press <end> to process and store that employee. Once you process and store them all with the <end> key, you can *"make corrections"* at which point the <home> key stores the change. □■

End of Quarter Processing Tips

1. Prior to processing end of quarter, make a backup on a floppy diskette that you will keep until the current year's W-2s are all reconciled and printed.

2. Label the diskette with the quarter and year and the word "SAVE" and put in a safe place so you don't use it again for a regular payroll backup.

3. Print a payroll summary and double check the MTD and QTD columns to make sure you haven't already processed End of Quarter. When you process end of quarter, it moves the current quarter's data to the last quarter's data fields and zeroes out QTD.

   If you process end of quarter a second time, you'll end up with zeroes in your last quarter's data which means you can no longer print last quarter's reports without restoring your backup.

User spotlight

"PayMaster is very, very easy. What I like most is that I can double check things — 'MAKE CORRECTIONS' *is great. With ADP, you just hoped it looked right, and had to wait for the checks to find out if there was a mistake."*

Cathy King, Payroll Personnel Manager, Ultra Steak, Inc.

Country music on the jukebox, peanut shells on the floor, a lively, casual atmosphere and the kind of ribs that won the First Place Ribbon at the 1994 National Rib Cookoff in Louisville, KY — that's what you'll find at the Texas Roadhouses in Indianapolis and Anderson, Indiana. In addition to prize-winning ribs, they feature great steaks, burgers, and chicken.

Ultra Steak, Inc. used to operate Sizzlers. A year ago, they started to convert two locations to Texas Roadhouse franchises, increasing business at those locations tremendously. Each has around 150-175 employees and seats about 230.

As Ultra Steak was phasing out the Sizzlers, ADP (who had processed their payroll for 6 years) wasn't lowering the price much even though they had many fewer employees. So Don Estepp, Ultra Steak's Vice President of Finance, decided to look at other options for processing payroll for their new Texas Roadhouses.

Don says, "We looked at Platinum (an IBM system) and Coconut Code, among others. But they didn't correctly handle the overtime on tipped jobs. Our Digital Dining dealer, Pat McGuinness, told us about *PayMaster*. We chose it based on Pat's recommendation and because of *PayMaster*'s reputation with restaurants. It handles all of the restaurant-specific issues very well

and correctly. We're very pleased with it, especially since we're saving around $12,000 a year by doing payroll in-house."

Cathy King, Ultra Steak's Payroll Personnel Manager, processes payroll for both locations. She's been at Ultra Steak for nine years — it was her first job right out of college. She started in Accounts Payable, and then switched to Payroll four years ago.

Cathy King, Payroll Personnel Manager, Ultra Steak, Inc., at Texas Roadhouse

Cathy says, "*PayMaster* is very, very easy. What I like most is that I can double check things — *make corrections* is great. It's so easy to make changes. I've never had to void a check because of an error I made. With ADP, you just hoped it looked right, and had to wait for the checks to find out if there was a mistake."

"We've been using *PayMaster* since June of 1997, and I just love it. When we used ADP, I had a deadline. With *PayMaster*, I can do payroll anytime. And, I don't have to wait for ADP to deliver the

checks and hope they arrive on time. I just print them myself as soon as I've double checked the information."

"Computer Aid is great on returning calls. I love Kyle — he is great. Louise is so nice. Donna too. Everyone is wonderful. We've been so pleased with *PayMaster*. I only spend a day on payroll for the two locations' 300-350 employees. I print out *PayMaster*'s input sheet, and then just fill it in from the Digital Dining reports. That makes it very fast to enter the information on the batch screen, double check everything, and print the checks. We're talking about getting the interface from Digital Dining to *PayMaster* to bring in the hours for each job, receipts and tips to the batch screen, and that will make it even faster and easier."

"*PayMaster* has all the features we need — it handles local as well as state taxes, our 401(k) plan and pre-tax health insurance, and the different types of garnishment we have. *PayMaster*'s Federal Tax Deposit report is so nice — it tells me exactly what I need to deposit. We used to pay ADP to file our taxes. When we started using *PayMaster*, I was kind of nervous, but I was surprised how easy the 941 and other tax reports were. *PayMaster* gives you all the information and reports you need to do the tax filings. And the W-2s were so easy!" □■

Save time and reduce errors with the interface to *PayMaster* from your time clock or point-of-sale system

Do your employees clock in and out, and enter their cash tips, using your point-of-sale system or a time clock?

If so, it's a simple matter to download their hours, receipts, and tips into *PayMaster*'s batch screen.

How? With one of Computer Aid's interfaces to *PayMaster* listed in the table at the left.

Eliminate re-keying the data. Eliminate double checking the re-keying. Downloading takes just minutes and the data's on the batch screen, ready to roll.
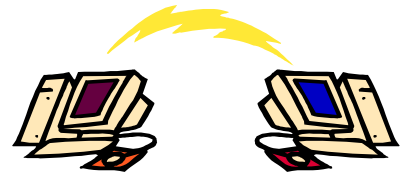
You can, as always, make changes right on the batch screen, or later via *make corrections* before updating the pay files in *PayMaster*.

The price of most interfaces is $500 (Kronos TKC, with the interface in both directions, is $1,000). Call today to order your interface.

1-800-327-4AID

From time clock or POS to *PayMaster* in minutes

PayMaster interfaces			
Aloha (new)	Kronos TKC	NCR 2160	Squirrel
Amano	LMPlus	PayMaster Plus	SUS
Digital Dining	Micros 2700 – Version 4	POSitouch	TA 200
EASytime	Micros 2700 – Version 5	ReMACS	TASC 150
ETPlus	Micros 4700	Right Touch	Touch 'n' Serve
Golden Corral	Micros 8700	SDA	Tridata
If you don't see yours listed, call us for information on custom programming.			Uniquest

Details inside

New Quarterly Reports for CA, MN, TX, and WY