

Multiple Stores With Different POS Systems?

Yes, *PayMaster*™ Can Handle That!

Bring in hours, receipts and tips from any of 34 POS systems.

❑ From ALOHA to Uniquest

Isn't it great when computers can communicate with each other and do some of our work for us? Many *PayMaster* users have purchased interfaces from us to bring in hours worked, receipts, and tips from their point of sale system or their time clock into the *PayMaster* batch screen. They tell us how wonderful it is, and how much time it saves them.

Not only does it save time, it also eliminates errors that occur when re-keying data. The money you save could pay for the one-time cost of the interface within months.

❑ Multiple POS Systems

Northland Investments, Inc., spotlighted in this issue on page 5,

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uses two different interfaces into *PayMaster*'s batch screen – TGI Friday's POS interface in six locations and the PAR POS interface in their 26 Taco Bell stores.



Shirley Nasser, Northland's Payroll Administrator, says, "The interfaces from our point-of-sale systems really help payroll processing work smoothly. With over 2,800 employees in 32 locations, keying in hours worked, receipts and tips is not practical. The time saved by using the interface is enormous. Plus, it eliminates possible data entry errors, which we know saves us money."

"In our TGI Friday's stores,

employees work multiple positions, sometimes more than six. The *PayMaster* interface from the TGI Friday's POS brings over position numbers as well as the pay rates."

"We have two people processing payroll for over 2,800 employees in 32 restaurants. We couldn't do it without the interface from the POS systems."

Computer Aid has interfaces available for 34 POS and time clock systems, as shown in the table on page 2. If yours is not on the list, give us a call. We're developing new ones all the time. All we'll need is the file layout from your

Three very important steps to take **before** processing your first payroll of 2001:

1. Install *PayMaster* 7.26.
2. Archive 2000 data to print your W-2s later.
3. Process end-of-year on active data to zero-out year-to-date payroll information.

Please see the instructions that are included with the *PayMaster* 7.26 program, as well as the detailed information in the **Printing W-2s & Processing End of Year Insert** in this issue of the BLUE PAGES.

Interfaces to *PayMaster*

continued from page 1

POS or time clock program. To order your interface, please call us

Computer Aid has interfaces to import data (hours worked, receipts and tips) from these systems into <i>PayMaster</i> 's batch screen		
ALOHA	Micros 2700 - Ver 4	Right Touch
Amano	Micros 2700 - Ver 5	Sable
Delivery Plus	Micros 3700	SDA
Digital Dining	Micros 3700 - C&C (cash & credit card separate)	Squirrel
EASytime	Micros 4700	SUS
ETPlus	Micros 8700	TA 200
Gamma	NCR 2160	TASC 150
Golden Corral	PAR 2000	Touch 'n' Serve
HSI	PayMaster Plus	Tridata
IDS	POSitouch	Uniquet
Kronos TKC	Rapid Fire	Custom interfaces are available.
LMPlus	ReMACS	

at 703-281-7486. ■

PayMaster 7.26 shipping now

Users on AutoUpdate have already received it, or will receive it soon. All others, please call for price and order information.

PayMaster Xtra users – Make sure you install this update prior to deleting checks from your check history file.

Important: if you are still on *PayMaster* 7.0 or earlier, your data must first be converted. Please call immediately for instructions.

What will *PayMaster* 7.26 do for you?

Although there are no changes to the paper format for 2000 W-2s and only a minor change to the mag media format, W-2 changes are not the only reasons *PayMaster* is upgraded.

Version 7.26:

- Allows more accurate vertical adjustments to laser W-2 printing.
- Allows alphanumeric account numbers in general ledger accounts.
- Prompts at the batch screen to display employees in social security number order.
- Displays the EFTPS breakdown (federal income tax withheld, OASDI, Medicare) on the 941 report as well as on the FTD report.

- Includes an optional file for calculating the 940 the old way. *PayMaster* 7.25 and 7.26 calculate the 940 deposit and reports based on the accumulated totals as you process each payroll. This means if you make changes to the pay files to adjust something instead of voiding and issuing a select check, the 940 reports do not take those changes into consideration. If you need to calculate the 940 deposit and reports based on the amounts in the QTD and YTD pay files, use the optional pyrep3.bxe file included on the diskette instead of the default pyrep3.exe file. (Users with multiple divisions will want to use the default pyrep3.exe file.)

- Has the ability to cancel checks with zero net pay as a group.
- Prepares the new unemployment mag media format for MI and NC.

- Has the option to add **interfaces from the following POS systems:**

- Rapid Fire
- Sable
- Micros 3700 – C&C (which separates cash and credit card amounts).

There is a special check printing file available (call if you would like it sent to you) that CA employers can use to print the beginning as well as the ending pay period date on the stub. It also prints the company address instead of the division name on the stub. ■

THE BLUE PAGES

published quarterly by Computer Aid Corporation® and distributed to all registered licensees of *PayMaster*™

Publisher: Donna Rosen
Editor: Susan Kousek
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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.

Federal

- New Federal **income tax withholding and EIC tables.**
- **Personal exemption amount** for 2001 will rise from \$2,800 to \$2,900.
- **OASDI (Social Security) wage base** rises to \$80,400 1/1/2001. Maximum yearly OASDI paid will increase to \$4,984.80. No limit on wages subject to **Medicare** (in *PayMaster*, enter 999999.99).
- **Rates** remain the same: OASDI (Social Security) stays at 6.2% and Medicare stays at 1.45%.
- **Social Security numbers (SSNs) are invalid if** made up of all zeros, ones, threes, eights or nines. Cannot have a prefix of 000 or a prefix from 769-900 and cannot be 123456789. Note: *PayMaster* will accept all 000s because that is used for unknown SSNs on mag media.
- Employers may charge a **fee for W-2 replacements.** They should announce the policy and fee amount in a payroll letter.
- **Download IRS forms and publications** from www.irs.ustreas.gov. Click tax information for businesses.

Please remember to use our street address for overnight deliveries:

501 Church St, NE, Suite 104
Vienna, VA 22180-4734

State disability insurance

- CA Contribution rate increases from .7% to .9% effective 1/1/01. Taxable wage base remains \$46,327.
 - State minimum wage** (change in *PayMaster* at INIT/DIVISION/DIVISION)
 - CA Increases to \$6.25 an hour 1/1/01. It will increase to \$6.75 1/1/02.
 - WA Increases from \$6.50 to \$6.72 per hour.
 - State unemployment**
 - IA Wage base increases from \$17,300 to \$17,900.
 - MI New mag media format.
 - MO Wage base increases from \$7,000 to \$7,500.
 - NC New mag media format.
 - NV Wage base increases from \$19,600 to \$20,300.
 - OK Wage base increases from \$9,800 to \$10,100.
 - WI Effective 1st quarter of 2001, employers with 100 or more employees must file quarterly wage reports using magnetic media. Currently employers with 250 or more employees must use this method.
 - WY Wage base increases from \$13,600 to \$14,100.
 - State withholding**
 - MI New tax rate for 2000 through 2001 is 4.2%. Not retroactive. Just start using the new rate.
- New withholding tables, effective 1/1/01, for CA, HI, MD, NM ... and more to come.

Please see the Tax Table order form on page 4 of this issue's W-2/End of Year Insert.



User Spotlight from page 5

“Since we process payroll in-house, we save time when a check needs to be printed right away. There’s no need to go through a third party.”

“*PayMaster* has saved us a lot of time. Computer Aid was able to convert all of our ADP data so we didn’t have to key in the employee information when we switched to *PayMaster*. Cloning employees saves us a lot of time too.”

“The automatic update of new tax tables is also a benefit. Maintaining the various federal, state, and local tax codes would be very time consuming as well as cause additional stress on us to ensure all localities and states are properly updated. The fact that *PayMaster* does this for us reduces one of the burdens that initially led us to outsource our payroll for the three years prior to going with *PayMaster*.”

“Printing W-2s used to be a nightmare for us. Our last in-house software required that we print them on a dot matrix printer. Using *PayMaster* last year to print the W-2s was much easier, not to mention how much time we saved by printing them on the laser printer.”

“We do mag media W-2s for federal and for three states. So all we had to print was the 4-up copy for the employees. We use mag media also for filing our New Hire reports in Ohio, Michigan and Indiana.”

“We appreciate the Computer Aid staff who seem to drop everything to help us solve any problems we have. We’re going to open up our 27th Taco Bell in February 2001, and a seventh TGI Friday’s later that year. And, we formed a fourth company that will operate yet another restaurant franchise in the state of Florida, with an anticipated opening in April 2001, employing approximately 125 people per location. We’re so pleased to have *PayMaster* and Computer Aid to handle our growing needs.”

Q&A

Q. I have to process my first payroll of 2001 and don't have time to print my W-2s first. Help!

A. If you've got enough room on your hard drive, you can have *PayMaster* create a new subdirectory for you and copy the data into it. **Make sure you do this before processing end-of-year on the data.**

Decide on a new company ID code for the 2000 data, e.g., 00W2. For multiple companies, use ID codes such as A00W2, B00W2, etc. The prompts are shown in **bold**. What you enter is in *italics*. Our example uses 00W2 as the new code and subdirectory under C:\PAYDATA. The company we're creating the 00W2 directory for is Flora Enterprises, whose company ID code is *flora*. (So the code of our source company is *flora*.)

1. **Enter company ID code:**
00W2
2. **1)Add a company,**
2)Archive copy of existing company, or 3)Try again: 2
3. **Data drive:** *C*
4. **Suggested data path:**
C:\PAYDATA\00W2
Enter data path:
C:\PAYDATA\00W2
Enter a new path if you wish, or press **e** to accept this data path.
5. **Enter code of source company:** *flora*

PayMaster will create the new directory in the path specified and will copy the data into it.

When it's done, you're at the password prompt. Enter your regular password. You're now in the 00W2 company (INIT/COMPANY/COMPANY displays data path). Add 00W2 to the Division name(s) (via INIT/DIVISION/DIV) so you know at a glance you are using the 00W2 data (appears above the main menu). Print a payroll summary to make sure the data is OK.

Then, after backing up the data on two separate sets of floppies or zip disks, process end-of-year on your real company data, using your **original company ID code** (*flora* in our example). When it's time to run the W-2s, use the **00W2 ID code**.

- Q. How can I be sure that my mag media file is OK before I send it off to the SSA?
- A. Open the file (w2report) in your word processor. You may need to change to Courier or another non-proportionally spaced font. Also see Page 3 of the Insert.
- Q. I forgot to order the tax tables. What can I do?
- A. Fill in the form on Page 4 of the Insert (even if you're on AutoUpdate) and send it in now so you'll have them for your next payroll. If your SDI changes, manually make those changes (via INIT/TAX/SDI). Using the old income tax withholding tables for one or two pay periods isn't critical. OASDI/Social Security and

Medicare percentages remain the same for 2001. The 2001 OASDI taxable wage base has increased.

Q. If my printer jams in the middle of printing my W-2s, am I stuck?

A. You **can** resume printing your W-2s. Choose REPORTS/W-2 as you normally would. Respond **Y** to **All employees?** Respond **Y** to **Resume an interrupted run?** At the **Print from employee =** prompt, enter the code of the first employee to print. *PayMaster* will print from there, including the totals.

Q. How long does a diskette last? Is it any problem if I use the same diskette for backup year after year?

- A. Diskettes do not last forever. How long? It depends on how often they're used and how well they're treated. To prevent a situation where you need to restore data and get the dreaded error message: "Error reading Drive A: Abort, Ignore, Retry," you might want to follow these two suggestions:
1. Reformat your used diskettes once a year before using them over again. Formatting checks for bad sectors. If you find any, get rid of that diskette.
 2. Use brand new formatted diskettes when you back up your end-of-year data, and back it up not just once, but twice on two diskettes or sets of diskettes. ■

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 Northland Investments, Inc.

“PayMaster takes the pre-tax insurance deduction after the 401(k) deduction but before deducting taxes, so we’ve been able to eliminate insurance shortfalls.”

Shirley Nasser, Payroll Administrator,
Northland Investments, Inc.

The payroll department of Northland Investments, Inc. in Houghton Lake, Michigan, is always a busy place. Northland is the managing company for Mariane, Inc., a Taco Bell franchisee with 1,300 employees in 26 stores operating in Michigan, Indiana, and Ohio; and Great Lakes Dining, Inc., a TGI Friday’s franchisee with 1,500 employees in six locations in Michigan.

Prior to purchasing *PayMaster* at the end of 1998, Northland used Macola in-house, and then decided to outsource payroll. They thought that having ADP process payroll and file the payroll tax returns would save them money in labor costs.

After a couple of years with ADP, they realized it was costing them *more* money, rather than *less*, so they decided to process payroll in-house again.

Payroll Administrator Shirley Nasser says, “It is difficult to find software that works well in the restaurant industry. We needed industry-specific software that could handle tips, tip allocations, 401(k), health insurance and other deductions as well as federal, state, and local reporting requirements. We were also concerned about how the payroll software we chose would interact with our main software. We chose *PayMaster* based on its ability to handle all of these items, as well as its capacity to accommodate numerous departments.”

“We were also impressed when we checked referrals – they all said that *PayMaster* truly could handle all of our needs, **and** it’s user-friendly.”

Assistant Payroll Administrator Liza Forbes, who with Shirley processes all of their payrolls biweekly, says “It’s very easy to use. And the response time is great for the number of employees being processed at once. There is no wait.”

Shirley, who has been processing payroll for 13 of the 20 years she’s been on the staff, says, “The interfaces from our point-of-sale systems really help payroll processing work smoothly. With over 2,800 employees in 32 locations, keying in hours worked, receipts and tips is not practical. The time saved

Shirley Nasser, Liza Forbes, Cathy McGurk, and Lorrie Meigs

by using the interface is enormous. Plus, it eliminates possible data entry errors, which saves us money.”

“In our TGI Friday’s stores, employees work multiple positions, sometimes more than six. The *PayMaster* interface from the TGI Friday’s POS brings over position numbers as well as the pay rates.”

Ohio, with its two local taxes, is easily handled by *PayMaster*. Assistant Controller Lorrie Meigs prepares the payroll tax returns and says, “We like all of the reports, especially the individual local and state withholding reports. Northland has local taxes in all three states, as well as local and school taxes in Ohio. The check history reports are very easy to understand.”

Controller Cathy McGurk says, “With *PayMaster*, we are able to get accurate labor costing for the first time. This is very important because this can have a tremendous impact on our managers’ bonuses which take this category into consideration. Previously, our restaurants would run their income estimates each month at store level and then we would use actual payroll runs for financial statements. In many instances, these payroll figures would not match, nor were we able to reconcile just what the differences were or why these differences kept occurring. With *PayMaster*, these differences have

been mitigated. In the event there are differences, they are much more easily identified. For the first time, the financial statements mirror the individual restaurants’ income estimates.”

The *PayMaster* interface to their Macola General Ledger brings over each store’s information for regular payroll runs, as well as void and

select payrolls. Shirley says, “The interface to the general ledger was a critical factor in our decision to go with *PayMaster*.”

“*PayMaster* has a lot of features and reports that we like. We like the ability to move into a new year without having to close the current year. This feature has been very beneficial to us.”

“ADP deducted our pre-tax health insurance last, so tracking what the associates owed in insurance shortfalls was becoming a full-time job. *PayMaster* takes the pre-tax insurance deduction after the 401(k) deduction but before deducting taxes, so we’ve been able to eliminate insurance shortfalls.”

Continued on page 3

Sign up for AutoUpdate to keep current with *PayMaster* program changes.

Why subscribe to AutoUpdate?

1. You'll save money. The annual AutoUpdate cost is less than paying separately for the upgrades as they are available.
2. You'll be able to take advantage right away of *PayMaster's* new features and reports.
3. You'll be all set for whatever changes are made each year to

the paper and mag media W-2s, and to your state tax laws.

PayMaster users on annual telephone support receive a 10% discount if their AutoUpdate subscription runs concurrently with the support.

If you're on support and want to sign up now for AutoUpdate, call us to

see about prorating your telephone support, so the two can run concurrently and you can take advantage of the 10% discount.

Telephone support customers also receive a 10% discount on check orders. ■

Please call us for more information about AutoUpdate.
703-281-7486



December 2000

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Details inside

- Important W-2 information
- Processing End-of-Year
- AutoUpdate and Support