



June 2009

Join Us Thursday, July 16th to discuss Workers Comp & Wage Garnishments

We are pleased to host a Client Information Seminar exclusively for Columbia EDP Clients!

Join us at the William Woods University, Columbia Campus 3100 Falling Leaf Court, Columbia for two concurrent sessions covering **Workers Compensation and Wage Garnishments**. The first two sessions will run from **9:00 to 9:45** and then repeat from **10:00 to 10:45** so that you may get important information on both topics.

We will have representatives from **Winter-Dent** and **Missouri Employers Mutual** on hand to discuss **Workers Compensation** topics such as: EZ Pay program (pay as you go), how to avoid costly annual audit adjustments, and what you can do to save premium dollars!

In addition we will also be presenting information on **Wage Garnishments, Levies and Child Support Orders**. What are the governmental regulations for each type of garnishment, What records must you keep, What do you do with an Interrogatory, and What can happen if you are late in setting up a garnishment are all questions to be answered by Columbia EDP's very own Carl Baker, MBA and Patty Burkholder. Carl and Patty will answer your questions based on Federal and State of Missouri requirements, giving you additional sources of information for further review on your own.

Seating will be limited to the Seminar so we will need your RSVP as soon as possible! Feel free to fax this page back to Columbia EDP Attn: Carl Baker 573 474 9506, or email Cbaker@columbiaedp.com.

OUT OF STATE EMPLOYERS -

REMEMBER TO SEND US YOUR OUT OF STATE UNEMPLOYMENT QUARTERLY REPORTS SO THAT WE CAN VERIFY TAX RATES FOR 2009 AND REPORT THE PROPER INFORMATION

FEDERAL MINIMUM WAGE WILL INCREASE TO \$7.25 EFFECTIVE JULY, 24 2009

Name: _____ Company Number: _____
 Attending: Workers Comp - 9:00 - 9:45 10:00 - 10:45 # Attending _____
 Garnishments - 9:00 - 9:45 10:00 - 10:45 # Attending _____

July 4th Bank EDP
 Closed Closed
 07/04 07/03

Sept 7th Bank EDP
 Closed Closed

Oct 12th Bank EDP
 Closed Open

Nov 11th Bank EDP
 Closed Open

Nov 26th Bank EDP
 Closed Closed

Dec 25th Bank EDP
 Closed Closed

Columbia EDP Services

You may not be aware of some of our lesser known but critically important services. Here are a few:

- Did you know that we can track your Time Off Accrual balances within our payroll system and it is completely free!
- We can collect 401K contributions and submit electronically to your plan administrator.
- We can set up General Ledger entries for payroll related expenses that will process with your payroll. This information can be exported and opened directly in Microsoft Excel.

EDP Services (continued)

Concerned about Business Continuity and Pandemic Flu issues?

Visit <http://www.pandemicflu.gov/plan/tab4.html/#checklist> For Planning Checklist, Federal Employment Laws and more.

- You can offer your employees **online access** to their paystubs and W-2's with Employee Self Serve (ESS).
- We can create **Certified Payroll , Job Costing and Labor Distribution** for your payroll.
- We have a Time and Attendance solution for you that may be able to reduce the time you spend on payroll each pay period.
- We offer Applicant (or current employee) **Background/Drug Screening Services** through one of our vendors to help you hire and keep quality employees.
- Want to go **paperless**? We can offer you some solutions on **cost saving** for printing and postage costs.

Whoa...Back Up That Data!!!!

Because Columbia EDP is very serious about protecting client information we are committed to keeping your payroll, tax and human resource information safe and secure. Columbia EDP maintains real time data synchronization with an off-site secure facility, which means the minute changes are made to our main production database servers, a copy of that information is sent to our offsite backup servers. While your organization may not require this type of back up system, during this time of the year where destructive storms can happen at any moment, it just makes good business sense to have a backup plan and to review it for any changes that may have occurred throughout the year.

Let Columbia EDP handle garnishment issues such as IRS Levies, Bankruptcy, Arrears and Student Loan payments for your employees. You can simply give us a copy of the official notice of garnishments and we will handle the rest. For more information call us at **573 474 8431**.

Employee Focus - Kim Theberge - Distribution Specialist

Kim has been with Columbia EDP for over thirteen years, starting out as a payroll clerk for the W2 packaging the first three years. Kim was then moved to be Columbia EDP's distribution specialist and has filled that role the last ten years. In her role, Kim is responsible for assembling payroll packets and ensuring they are shipped to their proper destinations. She works with both FedEx and UPS to track accurate and timely delivery of your payroll information.

Kim was born and raised in Columbia, Missouri. Last year she moved to the country, discovering the joys of gardening. She also enjoys reading, playing with her dogs and of course, spoiling the granddaughters.