

Columbia EDP Center, Inc.

News you can use

Volume 2

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New Human Resource Product

We are very pleased to announce the roll out of our new Human Resource (HR) product! Our HR product includes tracking, reporting and compliance. You can track employee personal information, reviews, benefits, skills, injuries, education achievements and more. Certificates and other documents may be scanned into the employee database as well. You can also track applicant skills, interview data and education history of prospective employees in a matter of minutes. Numerous reports are available including EEOC and OSHA reports. You also have the ability to create customized reports with our powerful report writer. The compliance portion of our HR product provides web access to 3,000 sites that will answer your questions about government and regulatory agency law, rules and regulations. Various sites will offer “best practices” information to improve your internal controls and give you peace of mind. Your subscription to the compliance product will give you automatic email notification to remind you of due dates, regulation or law changes with regard to OSHA, COBRA, FMLA, FLSA and more. We are offering our HR product as a complete product or as two separate products. You may subscribe to both, or either one individually. Misinformed and incorrect labor decisions cost employers millions in lawsuits each year. Become proactive, lower your employment related claims and develop a professional working environment with our fully integrated Human Resource product. Visit our web site, Columbiaedp.com and take the flash demonstration at no cost to you.

Bank Holidays that will possibly affect your payroll processing schedule

The following holidays should be kept in mind when sending us your payroll information. We may need to process your payroll a day earlier if these dates coincide with your check dates or your call in dates. You may also need to consider an alternate means of delivery, i.e. UPS if the Post Office will be closed. For the balance of 2006 and for 2007, the holidays are as follows:

Christmas Day	December 25, 2006	Banks and Columbia EDP Closed
New Year's Day	January 1, 2007	Banks and Columbia EDP Closed
Martin Luther King's Birthday	January 15, 2007	Banks Closed. <i>Columbia EDP Open</i>
Presidents' Day	February 19, 2007	Banks Closed. <i>Columbia EDP Open</i>
Memorial Day	May 28, 2007	Banks and Columbia EDP Closed
Independence Day	July 4, 2007	Banks and Columbia EDP Closed
Labor Day	September 3, 2007	Banks and Columbia EDP Closed
Columbus Day	October 8, 2007	Banks Closed. <i>Columbia EDP Open</i>
Veterans Day	November 12, 2007	Banks Closed. <i>Columbia EDP Open</i>

- ❖ Payrolls in by 9:00 am are processed that day and are ready for distribution after 3:00 pm that day
- ❖ Please remember to call in, fax or email your payroll no later than 2 banking days prior to your check date by 9:00 am to ensure your employees' direct deposits reach their accounts on time.
- ❖ Please total all columns of your Input Worksheet with grand totals on the Input Wrksht Cover Letter.
- ❖ Verify your check and pay period dates on your Input Worksheet every payroll. If incorrect, please correct on both the Input Worksheet and the Input Wrksht Cover Letter.

David Dunn is retiring

David Dunn, president of Columbia EDP Center, Inc., has announced his retirement at the end of December. He started with EDP in 1973. He has been an officer and part owner since 1978. He has held several positions over the years in accounting, systems & programming and management. Dave is looking forward to more time with his wife, daughters and granddaughter.

New minimum wage in Missouri

On November 7, Missouri voters elected to accept Proposition B – Raising the Minimum Wage. Effective January 1, 2007, most employees must be paid a minimum wage of \$6.50. On January 1 of successive years, the minimum wage will be increased or decreased by the increase or decrease in the cost of living. If you have questions or concerns, please feel free to contact us.

Additional services offered by Columbia EDP Center, Inc.

- ❖ **ESheets** – This is an excel spreadsheet that we set up for you that resembles your current Input Worksheet that can be emailed to our designated email address. This eliminates the hassle of the busy signal on our fax machines on busy days. There is no additional charge for this option.
- ❖ **Remote PC product** – Have your company and employee data at your fingertips. Print or reprint any report on our system (except for tax returns). You have control over your payroll information. You key your new employees and enter their hours – once you preprocess you can tell if the checks are the way you intended them to be before we process and print them. We do the processing and the tax deposits and returns. The system is password protected and secure. When you first sign up, you will need to go to our website and do the initial download and simple install. The process is very quick and easy. Our server will automatically update your pc with patch updates periodically. New releases/software upgrades may require an additional download and simple install. There is no additional charge for this option, and you even save money by printing your own reports!
- ❖ **Time and Attendance** – Using our system is easy and affordable. You can purchase a clock terminal and time cards from us, or simply use the web version and your employees clock in and out from our website. You can view and edit your employees time from our website as well. Contact us for a quote and visit our website www.columbiaedp.com for more information and a demo.
- ❖ **Time off accrual tracking** – Give us your time off policy and your employee balances. We create the tables based on your company policy and set the employees up on those tables with their balances. Report the hours used to us through payroll, if you aren't already, and the employees can see their remaining balance on their check stub. We can produce a report showing activity and balances as often as you need it – the report is \$5.00 (free with remote product). Tracking and showing activity and balance(s) on the employee's check stub is no charge.
- ❖ **General Ledger** – Give us your chart of accounts or a previous entry you made from our reports and we can create a general ledger report for you each payroll. Using our Remote Application and an additional item, you can create a file that imports into many accounting systems. The General Ledger report is \$5.00 (free with the remote product).
- ❖ **HR Software** – We have available a comprehensive HR software that interfaces with our payroll software. Save yourself from double entry.
- ❖ **Worker's Compensation** – Struggling with worker's comp? Contact us today for a solution that can fit your needs. Need help with an audit? Contact us for the reports and forms necessary to answer that auditor's questions.
- ❖ **Benefits Administration** - Want to set up a 401(k) or other retirement plan or a Section 125 cafeteria plan and not sure where to start? Let us know. We have the answer for you. Don't want the hassle of sending the information to your current 401(k) or other retirement plan each payroll? We can send it for you!
- ❖ **Custom Programming/Data Entry** – Contact us with any custom programming or data entry needs you may have! We can help.

We are very appreciative of your business and strive to deliver the best payroll/tax product and service possible. Please evaluate your current status in the payroll/tax and related HR areas and let us know anytime there is an issue you need a solution for, whether it is in the service area or additional product(s). The above list of additional services may include things you are interested in but didn't know we had or, perhaps there are other services you require that do not appear on this list. Please let us know. It is very likely we have the capability to provide the solution for you. We are confident that our advanced software and hardware technology will enable us to provide solutions to your needs.

Contact Theresa Kite or Kami Wimer at 573-474-8431 for more information about any of the services mentioned above.