

Columbia EDP Center, Inc.

News you can use

Volume 2

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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, the holidays are as follows:

Independence Day	July 4, 2006	Banks and Columbia EDP Closed
Labor Day	September 4, 2006	Banks and Columbia EDP Closed
Columbus Day	October 9, 2006	Banks Closed. Columbia EDP Open
Veterans Day	November 11, 2006	Banks and Columbia EDP Closed (Saturday)
Thanksgiving Day	November 23, 2006	Banks and Columbia EDP Closed
	November 24, 2006	Columbia EDP Closed
Christmas Day	December 25, 2006	Banks and Columbia EDP Closed

- ❖ 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.

Another Certified Payroll Professional now on staff!

We are very pleased to announce another of our employees, **Theresa Kite**, Customer Service/Support, has successfully completed the extensive course of study and examination requirements offered by the American Payroll Association (APA) to achieve the Certified Payroll Professional (CPP) designation. Payroll professionals are knowledgeable in all aspects of payroll, stay abreast of changes in processing technologies and, through independent research, remain current with the legislative and regulatory environment applicable to the payroll industry. A payroll professional must be proficient in all aspects of taxation and tax reporting, information technology, human resources (including benefits), and accounting as each of these relate to the payroll environment. Since 1985, the American Payroll Association has offered certification to recognize those who have achieved a professional skill level. Congratulations Theresa for earning the CPP designation from APA!

Are you rehiring a former employee?

When you rehire a former employee there are a few things to keep in mind to ensure that employee is paid correctly and timely. Is their pay rate the same as before? Do they have a new address? Have their tax withholdings changed? Are their recurring earnings/deductions the same, i.e. insurance, union dues, 401K, etc. If they used direct deposit, would they like to participate again and is their bank account information still correct? The best practice is to have a rehired employee fill out a new W4 for both federal and state for your files. Submit to us an "Employee Input Form" indicating the employee is a rehire and any changes that need to be made to our files. The employee should fill out a new direct deposit form and attach

a voided check or, if they no longer wish to use direct deposit, indicate they wish to CANCEL participation. **Remember that our system will retain all employee information as it was when the employee left.**

Missouri Federal Interest Assessment 2006

As in the previous three years, the Missouri Division of Employment Security (DES) will be assessing each employer for the interest on money borrowed from the Federal government to sustain the Missouri unemployment compensation fund. The amount your company will be assessed will appear on Line 8 of your 2nd quarter DES Quarterly Contribution and Wage Report, expected to be mailed late June. Please forward a copy to our office so we can be sure to collect and submit the correct assessment for your company.

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.