

VOLUME 18 • ISSUE 2
Summer 2009

INSIDE...

- 2 President's Corner
Employee Tracker
- 2 Tradeshows
2009 Schedule
- 3 Q & A
Void 941 Check
- 3 Tips
State UI
- 4 2010 Shipping
Options Available
- 4 National Payroll Week
2009 Dates

Renew for 2010!

With the addition of PenSoft Employee Tracker 2010 is gearing up to be an exciting year for PenSoft and our customers. In an effort to make renewal easier for you we developed a multi-product Renewal Notice enclosed in this mailing.

PenSoft Payroll

Using the enclosed form renew your PenSoft Payroll subscription for 2010 TODAY! Renewing now for another year will guarantee no interruption in your service. When the 2010 software is received just a few clicks of your mouse will transfer your company and employee information from 2009 to 2010. There will be no learning curve to get started!

Shipping: We have received many requests from long-time customers to offer a download only option to avoid shipping costs so we added a \$0 shipping option for 2010 PenSoft Payroll renewals. With this option you will download the initial 2010 product and all 2010 updates. The \$69 (initial and quarterly CDs shipped) and \$29 (initial CD shipped but quarterly updates

are download only) options are still available. PenSoft Payroll will ship on December 14, 2009. Download only customers will have access on December 11, 2009.

PenSoft Employee Tracker

The Beta test and initial release of 2009 Employee Tracker have been very successful. This new software is an important business tool designed to record, maintain and report employee information and history (including salaries, promotions, discipline, benefits, training, education, etc.) from initial resume or interview through employment termination and everything in between. It is a great add-on program for PenSoft Payroll or it may be used as a stand-alone product.

Having all your employee information in one place with reporting capabilities will save untold time and money in managing your employees. To add this increased functionality mark the 2010 Employee Tracker option on your Renewal Notice.

See 2010, page 4

Minimum Wage Changes

Through time, the federal minimum wage has increased according to cost of living, poverty levels, and shifts in the US economy. In 2007, then President George W. Bush signed into legislation an increase in minimum wage to be implemented in three stages. The first increase to \$5.85 became effective July 24, 2007. The second increase to \$6.55 became applicable on July 24th, 2008. Prior to these increases, the last minimum wage change occurred in 1997.

July 2009 marks the final phase to the gradual increase of earnings for Americans. The minimum wage increase to \$7.25 will take place on July 24, 2009. All workers protected by the Fair Labor Standards Act will be eligible.

Changes to minimum wage affect rates and calculations related to tips and piece work as well as regular and overtime pay.

To ensure our customers stay in compliance, PenSoft will release the new minimum wage rate in the second quarter update prior to the effective date.

**Minimum Wage Increases to
\$7.25 on July 24, 2009**

New Companies

New companies added after the update will automatically have the regularly hour rate set at the \$7.25 minimum wage rate. No adjustments will be needed for these companies.

In observance of
Independence Day,
PenSoft will be closed
Friday, July 3rd.

In observance of Labor
Day, PenSoft will
be closed Monday,
September 7th.



PenSoft
151 Enterprise Drive
Newport News, Virginia 23603
P 757.873.2976
F 757.873.1733
info@pensoft.com
support@pensoft.com
www.pensoft.com

See Wage, page 4



Leroy Newman
President & CEO

President's Corner

PenSoft is dedicated to providing a level of products and service to set us apart from our competitors. Because of this dedication, and with the help of customer feedback, we developed our newest product, PenSoft Employee Tracker™.

Employee Tracker

PenSoft Employee Tracker is a full-featured software package to record, maintain and report employee information and history from initial resume or interview through employment termination and everything in between. It can be used either as a stand-alone product or in conjunction with PenSoft Payroll and you can expect the same level of support from our dedicated Support Staff you now enjoy with PenSoft Payroll.

Thanks to those who participated in the Employee Tracker Beta program. We appreciate your efforts and the feedback you provided. As a result of your comments we were able to release the product with the confidence it works well and satisfies your needs. If

you haven't looked at Employee Tracker I encourage you to download the trial from our website and see for yourself how this tool can improve your company's employee management efficiency.

Stimulus Bill

I know you hear a lot about what the new Stimulus Bill is or is not. Please rest assured we are on top of all the changes affecting employees and payroll. We are watching the developments closely and are actively involved with the IRS as they work their way through all the changes.

As with any change, we must wait for the formal IRS approval and release before we can change the way our software works. Having said this, we work with them closely and have a good idea of what they will finally approve and are immediately ready to comply when they do release changes.

COBRA

The new COBRA law and its affect on payroll and reporting was a real struggle. We worked closely with the IRS to ensure our customers had the correct tools to satisfy this new law. The new Form 941 we sent to you in March is a result of

those efforts.

As you know there is a lot of concern about the COBRA changes, particularly their affect on employer requirements, responsibilities, cash flow and reporting. It is stressing the business community and we will do all we can to provide the tools you need in this time of change.

CONGRATULATIONS!!

Congratulations to Reshaud Anthony and Andrea Mitchell of our Program Support Department for passing the Certified Payroll Professional (CPP) exam with flying colors.

After months of study and preparation they join the ranks of CPPs at PenSoft. They can be proud of this accomplishment and our customers can be assured of their continued professional support.

New Employees

We welcome Sergiu "Mike" Botez in our Information Systems Department as our Network Administrator and Jennifer Fellows in our Sales and Administration Department as an Administrative Assistant. They bring a wealth of experience and expertise to PenSoft.

2009 Tradeshow Schedule

PenSoft is excited to announce we will be showcasing the PenSoft family of products and services at the following tradeshows:

- Florida Accounting & Business Expo™ in Kissimmee, FL May 28th - 29th, 2009
- SHRM Annual Conference in New Orleans, LA June 29th – June 30th, 2009
- HR Technology Conference in Chicago, IL September 30th - October 1st, 2009
- Virginia SHRM Conference in VA Beach, VA October 5th - 6th, 2009
- 2009 Virginia Statewide Payroll Conference in Roanoke, VA October 15th, 2009

There will be live demonstrations of our newest product, PenSoft Employee Tracker™ and the web service subscriptions available to PenSoft customers. As a special bonus, we will offer several 30 minute educational sessions on Changes in Legislative Regulations and Procedures. These sessions are important to human resource and payroll professionals tasked with maintaining their company's compliance. Stephanie Salavejus, a Certified Payroll Professional will be conducting these sessions. Stephanie has over 22 years experience in payroll and accounting of which over 15 years have been with PenSoft. She also serves as the Education Coordinator for the Colonial Capital Chapter of the APA.

Be sure to mark your calendars for a show in your area. Please stop by our booth, we would like the opportunity to talk with you.

Q&A

Q. We have installed the update with the revised federal tax tables, but some of our employees do not want to have the lower amount of income tax withheld. What should we do?

A. Offer your employees the option to file a new W-4 form. If they reduce their exemptions or add an additional amount of federal income tax to be withheld, this will result in a higher amount of federal taxes to be withheld

Q. How do I void a check for a 941 tax deposit payment entered into PenSoft Payroll?

A. To delete a tax deposit payment check:

- Click Deposits on the toolbar.
- Highlight the check to be deleted.
- Click Delete.
- Click Void to mark the tax payment as voided.

This will also record the payment as void in the Check Register.

Q. If there are additional changes throughout the year regarding the Making Work Pay Tax Credit, how will I be advised of the changes?

A. PenSoft constantly researches tax changes to ensure the software is in compliance. Changes are implemented in the software immediately and then tested to verify accuracy. Customers are provided with the update using their preferred method of delivery. PenSoft users should regularly review their account information on file for accuracy and to ensure proper delivery.

Q. How is the COBRA subsidy credit recovered?

A. PenSoft Payroll offers the option to recover employer subsidy payments for COBRA through reduced tax deposits or by requesting a credit directly on Form 941.

Q. What is the “Post” button on the Print Checks window?

A. PenSoft Remote Client is an ancillary product of PenSoft. Registered Remote Client customers have the option to post their payroll, checks, and reports to a secure website for further flexibility with distribution and administration. Visit www.pensoft.com/remote.asp to sign up for a trial subscription of PenSoft Remote Client.

Q. As a payroll processor I would like my clients to view reports with PenSoft Remote Client, but I do not want them to see all of the reports. Is there a way to restrict access to the reports they can see?

A. Yes. Reports have to be selected to send to the client in order for the client to be able to view them. The client does not automatically have access to all reports in PenSoft. If a report has not been selected for the client to view then the client does not see it.

Tips

Account Information

PenSoft users are encouraged to update their account information, including authorized program support contacts and e-mail addresses. Go to www.pensoft.com to update online. On the homepage select Registered Users and then click Account Information.

State Unemployment Insurance

Employers are responsible for manually entering their State Unemployment Insurance rate in the Company setup, as it may differ from company to company. To make the appropriate changes, modify the Company Setup and choose State Setup. Unemployment Rate(s) information may be obtained by contacting the appropriate state agency.

Non-Resident Aliens

PenSoft supports non-resident alien withholdings. When setting up the federal income tax status mark the “nonresident alien” box and enter in the number of exemptions. The program will automatically limit the filing status to Single. Refer to IRS Publication 15 for specific instructions for the allowed number of exemptions a nonresident alien employee can claim.

Plain Paper Summaries

Plain Paper Summaries or Pay Statements, as they are commonly referred to, in PenSoft can be configured to include or exclude the Company address information. To include the company address:

- Click Options under Summaries in the Print Check window.
- Check “Format for a windowed envelope.”

You asked and we listened! A new shipping option is available for 2010! Now available for **2010 renewal** software is a \$0 shipping option. Save the shipping and handling fee by downloading everything required for 2010. When this option is selected you receive receive early access to the software on December 11, 2009. E-mail notifications will be sent to all \$0 shipping participants with the information required to download and install the 2010 software and updates.

Save on shipping and handling AND receive early access to the 2010 software by requesting \$0 shipping on your renewal notice.

\$0 shipping and handling participants must have a valid e-mail address on file. E-mail notifications for the initial product and all required updates will be sent to the e-mail address on file.

2009 National Payroll Week

National Payroll Week is September 7-11, 2009. It celebrates the hard work by wage earners and payroll professionals. PenSoft celebrates National Payroll week with a week of events, games, and food to thank all our payroll professionals hard work all year long.

Celebrate National Payroll Week September 7-11, 2009!

2010, continued from page 1

Shipping: Two shipping options are offered for Employee Tracker: \$29 (initial CD and download any updates) and \$0 (download only). Employee Tracker CDs will ship on December 14, 2009. Download only customers will have access on December 11, 2009.

Employment Tax Forms

To ensure you have your 2009 employment tax forms on time we have included the option to purchase them when you renew your PenSoft Payroll subscription. Just mark this option on your Renewal Notice or contact Sales and Administration at 757-873-2976 or e-mail info@pensoft.com for additional options.

Shipping: Tax forms will ship on or before November 16, 2009.

Wage, continued from page 1

Pre-existing Companies

Pre-existing companies will need to manually adjust employees who are paid the minimum wage rate. It is important to update the income category used for minimum wage with the new rate as well. PenSoft suggests setting up a default employee with the new minimum wage income then each time a new employee is added the system will pull the rate from the default employee.

Customers using the minimum wage "warning" will need to make an adjustment to the Company Setup in the Settings tab to increase the threshold. This warning is typically used for establishments where tipped employees are common.

Customers with questions about updating the minimum wage rate can contact support at 757-873-1199 or e-mail at support@pensoft.com. In addition the Knowledge Database is available 24/7 at www.pensoft.com/support.asp

All federal and state agency updates are thoroughly reviewed and tested before being released to our customers. Trust PenSoft to ensure FLSA compliance as we move toward the future.

Leroy Newman
President & CEO
Stephanie Salavejus, CPP
Vice President & COO

Melanie Cody, CPP
Director of Support & Training

Heidi Heretick
Director of Sales & Marketing
Paul MacDonald, MCSE
Director of Information Systems

Contributing Writers
Program Support Department
Information Systems Department

PenSoft
151 Enterprise Drive
Newport News, VA 23603
Info: 757-873-2976
Support: 757-873-1199
Fax: 757-873-1733

info@pensoft.com
support@pensoft.com
www.pensoft.com

Published 4 times a year.
©2009 Peninsula Software of Virginia, Inc.

PenSoft is a registered trademark of Peninsula Software of Virginia, Inc.

All other product names are trademarks of their respective companies.

Articles published in this newsletter are intended as general guidelines. PenSoft shall not be liable to any person or entity with respect to any liability, loss, or damage caused or alleged to be caused directly or indirectly by this publication.