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## 2011 PenSoft Payroll & PenSoft Employee Tracker

Sometimes the right decision is to STAY the course, steady as she goes, no need to rock the boat! We think you should STAY and keep your current software. No need to research other payroll software, learn a new software, or manually convert your information and all because you decide to STAY with PenSoft Payroll!

We look forward to another year with you because we value you as a customer. Renew TODAY and STAY here with us, so you can continue to enjoy your current software with all its features.

Complete your enclosed renewal notice and fax it to 757-873-1733 with credit card payment. Or mail with your check payment to the address in the top left hand corner. Call 888-PENSOFT (888-736-7638) toll-free to place your order by phone with a credit card. Log into the Customer Resource page at

[www.pensoft.com/customers/login.aspx](http://www.pensoft.com/customers/login.aspx) to place your 2011 order online with a credit card.

Your current software information is located under "Current Subscription Renewal." If you purchased tax forms in 2009 they will also be listed under this heading. Your current shipping option will be listed on your renewal notice. Additional shipping options for 2011 include \$0, \$29, and \$69. Select the \$0 shipping option and

download the initial 2011 release and all updates. Receive the initial CD and download all updates by selecting the \$29 shipping option. Prefer to receive CDs throughout the year? Select \$69. If you would like to change your shipping option for 2011 please manually make the change on your renewal notice. If you opt to download your updates please ensure there is a correct e-mail address listed on your renewal notice.

*See 2011, page 3*

Renew for 2011  
TODAY!

## PenSoft Employee Tracker

The Department of Labor. The Department of Homeland Security. The Internal Revenue Service. With so many organizations and regulations, employee management recordkeeping becomes a full time job involving numerous forms to file and government reports to submit. In the ever changing world of compliance and law, finding affordable software to retain pertinent information in a central location becomes a challenge. PenSoft is proud to offer PenSoft Employee Tracker, the best value in employee management software.

Employee Tracker can be used as stand alone software or in concert with PenSoft Payroll. Existing businesses in PenSoft can be transferred into Employee Tracker initially to avoid manual re-entry of company data. When a link is established between the applications, the utility

function provides a way to resolve discrepancies between data in PenSoft Employee Tracker and data in PenSoft Payroll.

Employee Tracker is designed to maintain current and historic applicant, employee, and contractor data. Applicants to the company can be entered, designated as employees, placed in archive, or purged from the system. A fully customizable Hiring Checklist provides an outline of regularly

requested info with the ability to add and delete items as needed. A photo can be uploaded as well as a resume and reference letters. Pre-defined letters of welcome, offer, or applicant rejection are available and can be customized to suit the company's specific needs.

In the event an applicant joins the organization as an employee, numerous forms are available to print

*See Tracker, page 4*

In observance of Independence Day, PenSoft will be closed Monday, July 5th.

In observance of Labor Day, PenSoft will be closed Monday, September 6th.



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Leroy Newman  
President & CEO

## President's Corner

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As we begin our work on our 2011 PenSoft products we want to pass on some important information

specifically referencing the Windows® 2000 operating system and the PenSoft software license.

### Windows 2000 Operating Systems

Microsoft stopped support for the Windows 2000 operating systems some time ago and recently released .Net Framework version 4 without any capability to run on Windows 2000. Because PenSoft is committed to remaining on the leading edge of software development all our 2011 PenSoft products will be compiled using .Net Framework version 4 and will not run on a computer or server using the Windows 2000 operating system. If you are using this operating system on the computer where our

software is installed, please either update its operating system or plan to install your 2011 programs on another computer with a later operating system.

### Software Licenses

First let me say most of our customers are in total compliance with our software licenses. However, there are registered customers who are in violation of the licenses by installing our software at multiple locations. Since mid January we have been working on a new registration procedure to ensure the software is only installed at one business location. Please read the "Software Registrations" article on this page to be informed about our new registration process and how it might impact your 2011 software registrations.

### Congratulations!

Jillian Robinson has completed over five years of dedicated and professional service with PenSoft. She is an American Payroll Association Certified Payroll Professional and was our first and only

nonsupervisor employee to achieve the PenSoft Level III Program Consultant. Not only is she called upon by the other program consultants for help with the tough customer questions but she also is instrumental in training the lesser experienced consultants. Thanks Jillian! We look forward to many more years of PenSoft service.

Edie McAllister joined our Sales and Marketing Department as an Administrative Assistant. Welcome Edie.

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## 94x E-Filing Service

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Changes to federal forms including Form 941 prompted PenSoft to temporarily suspend the 94x E-Filing Services. A PenSoft update will be released when the IRS releases the final version of Form 941 including the electronic filing requirements and we have implemented them in PenSoft. We expect this to be available in our 2nd Quarter software update mid June for 2nd Quarter e-filing. Once you have installed this update e-filing capabilities will resume.

PenSoft works diligently to keep all federal and state forms as accurate and compliant as possible. We appreciate your patience while we implement these changes. As always, we strive to bring you the best value in Payroll software.

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## HIRE Act Law

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The HIRE Act law signed into effect on March 18th, 2010 brings changes to the Quarterly Federal Tax Form 941. The form will include new line items to reflect wages paid to qualified employees and the calculation to determine the credit. Due to programming constraints however, the only area of PenSoft reflecting the liability adjustments is the Form 941 itself. No other reports in PenSoft will calculate liability based on the employer social security tax credit. An option in the Employment tab is available to activate the employee as eligible for the new hire credit.

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## Software Registrations

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The PenSoft software registration process has been modified limiting PenSoft software registrations to one location in accordance with the license agreement each customer acknowledges and agrees to when installing the software. Customers who are properly registering the software for use at one location will not experience any difficulty in the process. It is designed only to curb unauthorized uses.

Each and every location where the software is to be installed must have its own unique customer number and purchase its own license. The new registration process will not allow multiple locations. To avoid any delay installing and registering your 2011 software be sure you have ordered a licensed copy for each location where you intend to install it.

2011, continued from page 1

Additional products are offered for your consideration under the “Consider Adding” heading.

Prepaid 2011 software will ship on December 13, 2010. It will be available for download on or before December 13th.

## Tax Forms

Need tax forms? PenSoft offers complete tax form packages guaranteed compatible with PenSoft Payroll. All packages include envelopes! For your convenience we have included a full order form on the back of your renewal notice. If you are located outside the 48 states please call for your shipping and handling cost.

Prepaid tax forms ship on or before November 15, 2010.

## Tips

### Liability & Form 941

When the liability for the quarter on line 17 of the IRS Form 941 is less than \$2,500, the system will not generate schedule B or the monthly liability for the quarter.

### Federal & State Income Taxes

There is no need to create federal and state incomes taxes in PenSoft Payroll. Select the tax from the tax tab of the employee setup for employees requesting additional federal or state income tax to be withheld from their wages. User defined taxes will not properly flow to the necessary tax reports.

### Check Reprinting

Reprinting a check in PenSoft does not duplicate the payroll record. The new check and check number will replace the previous information.

### Remote Client

The PenSoft Remote Client data system (registration required) allows you and remote users to share data using the internet and a separate remote client program. Use the remote data system to:

- View and print payroll and/or deposit checks at the main office or at the remote client user’s location.
- Share selected reports. The remote client user can view and print the reports exactly as they are viewed or printed from the main office.

## Q&A

**Q.** I see a Find feature to search for employees. Do I need a complete name or social security number to be successful?

**A.** No, PenSoft offers the use of wildcards when performing an employee search. The search function is not case sensitive and will find employees in the inactive and archive list as well.

**Q.** For safety purposes, my company no longer wants to display full social security numbers on employee check stubs. Is there a way to show only the last four digits instead?

**A.** Yes.

To display the last four digits:

- Click Checks on the toolbar.
- Click Options on the right hand side under the Checks heading.
- Check the option “Include the last four digits only.”

**Q.** Is there a way to view the leave balances for my employees while entering payroll data?

**A.** Yes.

To set this option:

- Click Company on the toolbar.
- Highlight the desired company in the list.
- Click Modify.
- Click Options.
- Check the “Allow checking leave when entering payroll data.”

**Q.** I would like to have a signature printed on the payroll checks. Can I accomplish this in PenSoft?

**A.** Yes, PenSoft supports the ability to import a signature file into the software.

To import a signature file:

- Click Checks on the toolbar.
- Select the appropriate account in the drop down box.
- Click Setup Account
- Click Advanced.

- Click Load Signature from File to select the signature file.

Signature files can be user defined, or purchased from PenSoft. Visit [www.pensoft.com/documents/pensoft\\_signature\\_file\\_order\\_form.pdf](http://www.pensoft.com/documents/pensoft_signature_file_order_form.pdf) to download an order form.

**Q.** The ability to print Form 941 from within the software is very beneficial but it would be helpful to enter the signatory name and title in advance. Is this possible?

**A.** Yes.

To enter the name and title:

- Click Company on the toolbar.
- Highlight the desired company in the list.
- Click Modify.
- Click Signatory.
- Enter the required information.

The information entered here will appear on the appropriate tax forms.

**Tracker**, continued from page 1

directly from the Employee Tracker Software. The new Form W-11 is available for employees who qualify for the H.I.R.E. act regulations. Form W-4 can be completed and printed signature ready, as well as Form I-9. State specific New Hire Reporting requirements are met, including the ability to generate specific forms or electronic media files where applicable.

As the employee continues to grow and prosper within the company, salary and benefit data has the potential to change. Historic income rates can be maintained in Employee Tracker for auditing purposes. Evaluation ratings can be customized for streamlined review standards. Pay grades and Steps can be pre-programmed in the software for ease of transition. Details of training programs and course history can also be recorded for a complete, well rounded system.

In the unfortunate event an employee separates from the organization, PenSoft Employee Tracker can be updated to include reason for termination. In addition, the software can track the eligibility to return to work and if the resignation was voluntary or involuntary. A farewell letter is also available for use and can be customized to the preferences of the company.

PenSoft Employee Tracker provides a complete suite of management features, designed to assist businesses in hiring, reporting, and maintaining data specific to employees. The compatibility with PenSoft Payroll Software provides a system designed to encompass multiple tasks presented to the payroll staff. A free trial is available by visiting [www.pensoft.com/hrsoftware/downloadtrial.aspx](http://www.pensoft.com/hrsoftware/downloadtrial.aspx). Choose PenSoft Employee Tracker and PenSoft Payroll for the best value in payroll and employee management software!

## .Net Framework

In April, 2010 Microsoft released .Net Framework version 4. As part of our ongoing commitment to remain on the leading edge of software development, PenSoft will use the .Net Framework 4 for 2011 PenSoft Payroll and 2011 PenSoft Employee Tracker. Microsoft® stopped support for Windows 2000® operating systems so they are not supported by the new .Net Framework 4. Therefore, 2011 PenSoft® Payroll and 2011 PenSoft Employee Tracker™ will not run on Windows 2000 operating systems.

While PenSoft has officially not supported Windows 2000 operating systems for a few years, we know from interacting

with our customers several are still running PenSoft Payroll and PenSoft Employee Tracker on Windows 2000 Server or a Windows 2000 Workstation. These customers are advised to either upgrade their operating system or plan to use a computer with an operating system supported by the .Net Framework 4.

If you have any questions about operating systems call Program Support at 757-873-1199.

## Tips *PenSoft Employee Tracker*

### Form W-11

The Form W-11, Hiring Incentives to Restore Employment (HIRE) Act Employee Affidavit, is available in Employee Tracker. The employee completes the Form W-11 confirming they are a qualified employee under the Hire Act.

### Employment Forms

Stop searching the file cabinet and the internet for employment forms. The W-4, W-5, I-9, and New Hire report can be generated directly from PenSoft Employee Tracker. Company and employee information entered in Employee Tracker will be preprinted on the form reducing errors and saving time in the completion of the forms.

### Terminated Employees

Terminated employees and contractors can easily be rehired if they have not been purged from the database. Modify the terminated employee or contractor and select rehire.

### New Employees

All new employees must be entered in PenSoft Employee Tracker. They will then automatically be added to PenSoft Payroll. If the new employee is added in PenSoft Payroll it will NOT automatically be added to PenSoft Employee Tracker. PenSoft Employee Tracker provides a utility to help resolve discrepancies between data in PenSoft Employee Tracker and data in PenSoft Payroll but must be used with caution.

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