



STAR-INFO

Newsletter for Sage Abra HRMS

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Headline News

Next year, Sage will be hosting a joint conference, merging the former Sage Summit customer conference and Sage Insights partner conference. The combined conference will take place at the Gaylord National Hotel and Conference Center in Washington, D.C. The event will feature partner-focused tracks July 10–13 and customer-focused tracks July 13–15. You can learn more at <http://www.sagesummit.com/>.

Payroll Processing Solutions

Sage Payroll Solutions For PayCards and Payroll Processing Services

Whether you manage your payroll in house or outsource it to a service provider, as a Sage Abra HRMS customer, your organization has the flexibility to choose either one, and still enjoy a fully integrated solution. Here we cover Sage payroll outsourcing by CompuPay, as well as a PayCard service. The PayCard service provides an additional benefit to employees while saving you money and it can be added to either your Sage Abra Payroll module or to the Sage outsourced payroll service.

Sage Outsourced Payroll Service

Payroll outsourcing can help reduce your workload, freeing up time to take care of what is really important—attending to your clients and growing your business. Sage payroll outsourcing by CompuPay makes payroll simple and cost-effective regardless of your company's size. As a payroll services client, you can take advantage of a full range of payroll outsourcing services including:

- Secure and convenient online, phone, and fax payroll processing options.
- Payroll tax payments and filings for all federal, state, and local agencies.
- Multiple check, direct deposit, and paycard options.
- Personalized customer service from a team of payroll professionals.
- Online employee access to W-2 forms and pay stubs with online payroll.
- Integration with Sage Abra HRMS.



About CompuPay

CompuPay was chosen as the Sage outsourced payroll solution partner for its experience and track record providing payroll services to small and medium-size businesses, and for its competitively priced services. Founded 30 years ago, CompuPay is the fourth largest outsourced payroll provider in the U.S., processing payrolls for over 600,000 work site employees for 26,000 plus businesses in all 50 states.

Working With CompuPay

Experienced payroll industry specialists at CompuPay will work with you every step of the way in setting up your online payroll. Staff at CompuPay gather your year-to-date

Payroll Processing Solutions

(continued from cover)

payroll data and load it into the online payroll system for you. They will then guide you through your first payroll. You even can customize the Web page to help make entering payroll faster. You simply enter your payroll data online through the secure Web site, review the net-to-gross totals, and approve your payroll. Within minutes you can review your reports and checks. CompuPay can print and deliver paychecks to you, or you can print them from your desktop printer. There also is an employee self-service system that allows employees to go online and review their payroll-related information.

When you opt for CompuPay outsourced payroll, CompuPay maintains changes to tax rules and rates; files and delivers W-2 forms at year end; remits federal, state, and local tax collections; prepares and submits federal, state, and local payroll tax returns; and processes all payroll checks and reports for you. Tax filing is guaranteed penalty-free, provided that the information that is provided is complete and accurate and your payroll tax account is fully funded.

Fully Integrated

The CompuPay payroll service can fully integrate with your other software solutions. It synchronizes closely with the Sage Abra HRMS HR and Attendance modules. The payroll synchronization process is performed from within the processes menu in Sage Abra, you simply select *HR*, and then *Sage Payroll Service Sync*.

Information flows from the Sage Abra HR and Attendance modules to CompuPay including: Company Benefit Codes, Org Levels, Attendance Codes, Absence Reason Codes, and New Employees.

The following information flows from CompuPay to the Sage Abra Attendance and HR modules: Absence transactions, Pay

checks, and W-4 forms if integrated with AWC Employee Self-service.

The CompuPay payroll service also generates appropriate journal entries for posting to your general ledger. A General Ledger Self Service Wizard allows you to view accounts online and set up and revise the posting accounts for cash, payroll expense, and employer taxes. You can choose different posting accounts for departments or even individual employees. You even can edit the GL posting prior to synchronization.



The CompuPay GL Self Service Wizard makes it easy to manage your posting accounts and view and edit transactions.

If you want to leave all the worries of payroll to someone else and have more time to focus on your business, consider Sage outsourced payroll services by CompuPay.

Sage Payroll PayCard

Do you have employees who are without a bank account? According to industry research, more than 28 million people in the U.S. are unbanked or do not have a bank account. If you have employees who are unbanked, they will typically use a check cashing service and will be charged to cash

their check—from one to six percent of their total paycheck. Now paycards offer a way for employers and unbanked employees to enjoy cost savings and convenience similar to direct deposit.

In fact, the paycard can be offered as an alternative to paper paychecks, which translates to cost savings for your business. The primary advantage of paycards is the immediate elimination of costs associated with producing paper paychecks, which can equate to more than \$1 per employee, per pay period.

Sage Payroll PayCard offers this service. It is easy to implement and works seamlessly with your existing payroll solution.

The Sage Payroll PayCard works the same way as a direct deposit transaction, and requires no additional systems, software, or hardware. Your company can incorporate the Sage Payroll PayCard program into your existing process regardless of the payroll software or service you currently use. If your company offers direct deposit, you also can offer the Sage Payroll PayCard.

The Sage Payroll PayCard is a prepaid, reloadable, Sage-branded Visa debit card. The employee's name is embossed on the card and an optional secondary card is available for qualified family members. With the Sage Payroll PayCard, you can offer your employees 24/7 access to funds. They even can receive their pay on time when they are out of the office whether on vacation, sick leave, or working remotely. With paycards your employees eliminate time-consuming trips to the bank. The Sage Payroll PayCard can be used anywhere debit cards are accepted, including ATMs, retail establishments, and for online purchases.

With the Sage Payroll PayCard, you can save money while offering your employees additional benefits and convenience. Please give us a call with your questions. ✨

Service Releases For Sage Abra Suite Version 9.0

Sage is following up the its release of Sage Abra Suite Version 9 with two Service Releases. The first one, released in June, contained changes required for the HIRE Act. The second Service Release is scheduled for release this Fall and includes capabilities requested by customers during the beta testing of Version 9.0.

Simplified Product Updates

One of the capabilities added to Sage Abra Suite Version 9 is the ability to install cumulative product updates that include all changes made to the product. This means that Service Releases will include all changes made to the system and you will have the benefit of all updates added to the system since the previous release.

June Service Release

If you are running the Sage Abra Payroll module, you already should have downloaded and installed the June Service Release because it included changes required for second quarter tax reporting and third quarter payroll processing.

This release addresses changes made to comply with the HIRE Act legislation. A new field, *HIRE Act Qualified Employee*, has been added to the Payroll Status window. The field default is no, check yes to indicate a HIRE Act eligible employee. Two new tax codes have been added for the HIRE Act:

- EMP9 (HIRE ACT Employer Social Security Tax) is similar to the EMP1 (Employer Social Security Tax) tax code but it has a rate of 0.00.
- RR19 (HIRE ACT - RAIL & RETIRE LEVEL 1 TAX ER) similar to the RR1E (RAIL & RETIRE LEVEL 1 TAX EMPR) tax code but with a rate of 0.00.

By default, these tax codes are set to expire on 12/31/2010. However, if this tax credit is



extended, the expiration date can be changed.

The 941 form has been modified to accommodate the HIRE Act. Changes to the Form W-2 and Form W-3 also are needed for the HIRE Act. These changes will be made in the fourth quarter and will be available in the Q4 2010 Tax Update.

The June Service Release also corrected a performance issue with the HR module. Customers reported performance problems when running an Employee Find at the same time as running a Crystal Report® that used the HRPERSNL database. The June Service Release corrects this issue.

September Service Release

Another Service Release is scheduled for delivery with the 3rd Quarter Tax Update for Payroll customers and also will be available for download for HR customers in late September. The Service Release includes a selection of customer-requested updates in the Sage Abra Suite HR, Benefits, Attendance, Payroll, and ESS modules. These requests were gathered from customers who participated in the beta testing of Sage Abra Suite

Version 9.0, comments added in Product Feedback, and through Customer Support. Among these are several key enhancements for Employee Self Service. Payroll and Attendance information now will be available to include in the dynamic information sharing capabilities of ViewBuilder, introduced in Sage Abra Suite Version 9. Also added is the ability to create and publish Crystal Reports on the Web and include them for viewing in ESS.

Give us a call with your questions about the Sage Abra Suite Version 9.0 service releases. ✨

((Tips & Tricks))

Back Up Your Data

Sage strongly recommends that a full external backup of the Sage Abra Suite DATA folder be performed nightly and that the backup is retained for at least three months.

This may be done by burning a copy of the Data folder to a CD or DVD, or by copying it to a tape drive.

Retention time periods vary on a case-by-case basis, but remember that in the event of a system failure these backups may be your only resource. If a backup of the currently installed version does not exist, it may be necessary to either re-register or uninstall and reinstall Sage Abra from the network to get to the correct version installed, as restored data must be in the same version as the installed application.



IN THE SPOTLIGHT:

How The HIRE Act Can Help Your Organization

The Hiring Incentives to Restore Employment (HIRE) Act was signed by the President on March 18, 2010. The HIRE Act provides hiring incentives to help restore some of the jobs lost in the latest economic recession and put Americans back to work as soon as possible. This new legislation includes tax benefits related to hiring employees and writing off investments in equipment.

Tax Incentive For Hiring

An important piece of the HIRE Act is a new tax incentive designed to encourage businesses to hire unemployed workers. The tax incentive includes both an exemption from payment of employer Social Security taxes and a tax credit of up to \$1,000 per hired worker.

Qualifications For Tax Incentive

The 6.2 percent Social Security tax exemption begins with wages paid after March 18, 2010, the date the bill was signed into law, and lasts until December 31, 2010. The new employee cannot replace other employees, and in order to qualify, an employee must provide a statement indicating they were unemployed 60 days before beginning work *or* that they worked less than 40 hours total for someone else during the 60 days before beginning work. The IRS has developed Form W-11 for this purpose. Only employees who meet all the requirements of a qualified employee may complete this affidavit. Form W-11 requires qualified individuals to provide their name, Social Security Number,

first date of employment, and the name of the employer. For an employer to receive the tax benefits under the HIRE Act, including the payroll tax exemption or the new hire retention credit, Form W-11 must be completed and signed by the employee. Form W-11 is not filed with the IRS. Rather, employers must retain them along with other payroll and income tax records. For more information and to obtain a copy of the Form W-11, visit <http://www.irs.gov/newsroom/article/0,,id=221036,00.html>.

This reduced tax withholding will have no effect on employees' future Social Security benefits. Keep in mind that you will still need to withhold the employee's share of Social Security taxes, income taxes, and employer and employees' shares of Medicare taxes.

If your company retains workers hired under the HIRE Act for at least a year, your company can claim a tax credit of up to \$1,000 per worker. The credit is claimed on the 2010 income tax return. The worker must be employed for at least 52 consecutive weeks and the wages for the last 26 weeks must equal at least 80 percent of the wage for the first 26-week period.

Act Now

Businesses that hire qualifying workers sooner rather than later will get the most out of the tax credits, as the tax credits diminish over time, disappearing completely by January 1, 2011.

HIRE Act And Sage Abra Suite

Changes have been made to both Sage Abra Suite and Sage Abra SQL HRMS to accommodate the provisions of the HIRE Act.

Give us a call if you have any questions about how the HIRE Act impacts your business. ✦

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