



Welcome to our Fortieth Edition of Pay-Net's E-Newsletter. Previous editions of our E-Newsletter are available on our web site, [www.pay-net.net](http://www.pay-net.net), under the "Employer Resources – Newsletter" section. We want to welcome all of our new clients that started processing with us this month. Our E-Newsletter is published about 8 to 10 times per year. If any other people in your organization would like a copy of our E-Newsletter, please send a request by email to: [operations@pay-net.net](mailto:operations@pay-net.net) .

**Please Keep Your E-Mail Addresses Current** When you have personnel changes, remember to send us any e-mail address changes. You can send these to [operations@pay-net.net](mailto:operations@pay-net.net) . By doing this, our list will remain current.

**Pay-Net E-Mail Addresses:** If you need to communicate with us, we recommend that you send us an email. This practice will provide you, and us, a hard copy of the communication. Here are Pay-Net's current email accounts.

- Wayne Lee (Owner): [wayne@pay-net.net](mailto:wayne@pay-net.net)
- Hollis (General Manager): [hlee@pay-net.net](mailto:hlee@pay-net.net)
- Gloria (Operations Mgr): [gbal@pay-net.net](mailto:gbal@pay-net.net)
- Dan (Operations): [danr@pay-net.net](mailto:danr@pay-net.net)
- Becky (Operations) [rbaker@pay-net.net](mailto:rbaker@pay-net.net)
- Peggy (Operations) [pgreenwell@pay-net.net](mailto:pgreenwell@pay-net.net)
- Anna (Tax Manager): [atudor@pay-net.net](mailto:atudor@pay-net.net)
- Ivan (Technical): [idiaz@pay-net.net](mailto:idiaz@pay-net.net)
- General Communication: [operations@pay-net.net](mailto:operations@pay-net.net) (this will be forwarded to the appropriate person)
- Debbie (Sales): [dwillett@pay-net.net](mailto:dwillett@pay-net.net)

Of course, if you need to talk with us immediately, we do answer the phones with *live* people, not voice mail. If you happen to get into our voice mail system, be assured that all of us are on the phone when you called.

**Pay-Net's web site:** If you have the opportunity, please visit our web site at [www.pay-net.net](http://www.pay-net.net) and let us know what you think about it. Send your responses to [operations@pay-net.net](mailto:operations@pay-net.net).

**"Challenging" Payroll Dates:** Please take notice of the following dates as you prepare your payroll information.

- ▶ July 20<sup>th</sup> falls on a Sunday. If you normally date your checks for the 20<sup>th</sup>, your check date has rolled back to Friday, July 18<sup>th</sup>. If this applies to you and you have direct deposit, we will need your payroll information by 3:00 pm on Wednesday, July 16<sup>th</sup>.
- ▶ August 5<sup>th</sup> falls on Tuesday. If you normally date your checks for the 5<sup>th</sup> and you have direct deposit, we will need your payroll information by 3:00 pm on Friday, August 1<sup>st</sup>.

- ▶ August 31<sup>st</sup> falls on Sunday. If you normally date your checks for the end of the month, your check date will roll back to Friday, the 29<sup>th</sup>. If this affects your company and you have direct deposit, we will need your payroll information by 3:00 pm on Wednesday, August 27<sup>th</sup>.
- ▶ **Monday, September 1, 2008 is Labor Day, a Federal Holiday and a banking holiday. Pay-Net will be closed on this day. Please take this into account as you prepare your payroll information.**
- ▶ September 1<sup>st</sup> falls on Monday. If you normally date your checks for the 1<sup>st</sup> your check date will roll back to Friday, the 29<sup>th</sup>. If this affects your company and you have direct deposit, we will need your payroll information by 3:00 pm on Wednesday, August 27<sup>th</sup>.
- ▶ September 15<sup>th</sup> falls on a Monday. If you normally date your checks for the 15<sup>th</sup> and you have direct deposit, we will need your payroll information by 3:00 pm on Thursday, September 11<sup>th</sup>.
- ▶ September 20<sup>th</sup> falls on a Saturday. If you normally date your checks for the 20<sup>th</sup>, your check date will roll back to Friday, the 19<sup>th</sup>. If this applies to you and you have direct deposit, we will need your payroll information by 3:00 pm on Wednesday, September 17<sup>th</sup>.
- ▶ September 30<sup>th</sup> falls on a Tuesday. If you normally date your checks for the end of the month and you have direct deposit, we will need your payroll information by 3:00 pm on Friday, September 26<sup>th</sup>.
- ▶ **Monday, October 13<sup>th</sup> is Columbus Day. This is a Federal and banking holiday. However, Pay-Net will be open on this date. But, if you normally date your checks for the 15<sup>th</sup> of a month, this will really affect you since we will need your payroll information on Friday, October 10<sup>th</sup>!**

**2008 Holiday Schedule:** The following remaining holidays are scheduled for 2008. The official “bank holidays” are marked with an “\*”

- ▶ \* Monday, September 1, 2008 – Labor Day – Pay-Net will be closed
- ▶ \* Monday, October 13, 2008 – Columbus Day
- ▶ \* Tuesday, November 11, 2008 – Veteran’s Day
- ▶ \* Thursday, November 27, 2008 – Thanksgiving Day – Pay-Net will be closed
- ▶ Friday, November 28, 2008 – Day After Thanksgiving – Pay-Net will be closed
- ▶ \* Thursday, December 25, 2007 – Christmas Day – Pay-Net will be closed
- ▶ \* Thursday, January 1, 2009 – New Year’s Day – Pay-Net will be closed

**Additional Services Offered by Pay-Net:** Sometimes clients can forget the vast range of services that Pay-Net can offer your company. For example, did you know that we offer four different types of tax services? Did you know you could import your payroll information from an Excel® spreadsheet? Since businesses are constantly changing, your payroll and human resource requirements can also change. We encourage you to examine the vast number of services that we offer, from Human Resource tracking to Employee Self Service. To find out about our expanse of services visit our web site, [www.pay-net.net](http://www.pay-net.net), and click on “Pay-Net Solutions”.

**BOE Establishes Environmental Fees:** As we announced in a previous Enewsletter, we again want our clients to be aware of these new rules and regulations from the California State Board of Equalization. In the past, only certain companies were required to register and file

Environmental Returns and pay the associated fees. The passage of Assembly Bill 1803 made *most mid to large sized companies* subject to these new Environmental Laws as of January 1, 2007. The subject companies are defined as having 50 or more employees, each employed more than 500 hours in California during the prior year. Also, there are very few exemptions to these new Environmental Rules and the exemptions are only extended to non-profit residential care facilities, insurance sales organizations, banks and non-profit credit unions. All other partnerships, corporations, LLC's, sole proprietors, non-profit organizations, etc. are subject to these new rules.

To read more about these new Environmental Rules, visit the State Board of Equalization web site at <http://www.boe.ca.gov/pdf/pub90.pdf> for a brochure. Although these fees do not have a direct payroll implication, the broad wording of this new law makes many of our clients subject to these new rules and regulations.

**Pay-Net's ConfirmFTD Service:** We want to remind our clients of our ConfirmFTD service which allows our Electronic Tax Filing clients to check their Federal tax deposits on the EFTPS Department's web site (a division of the IRS).

To describe the service in a nutshell: For a very minimal one-time fee, Pay-Net will enroll you with the EFTPS unit of the IRS. You will receive a PIN directly from the EFTPS, which will allow you to register and login directly to the EFTPS web site. There, on their web site, you can confirm the date and amount of all Federal 941 and 940 deposits made on your behalf by Pay-Net for the last 16 months.

**Customized Checks:** Have you every wanted to customize Pay-Net's standard payroll checks for your company. Did you know that your payroll checks can be printed with your company's logo? For just a few cents a check, Pay-Net will add your logo to your checks. If you already have digitally signed checks, there is no extra charge for this service. Just email a black and white digital image of your logo to [operations@pay-net.net](mailto:operations@pay-net.net) and your logo will appear on your next payroll!



### *Note from Wayne*

Were you aware that Pay-Net has not had a price increase since 2002? That's 6 years on our same price list! Few companies can boast about that! However, now we are in a period of economic uncertainty. The rising fuel prices have driven our economy crazy and Pay-Net is feeling the pinch just as your company is feeling it. All of our costs have increased at a tremendous rate from paper costs to courier costs to insurance costs. Believe me, I do not want to raise our prices. But, I really have to do

something in this business climate. I am thinking of instituting a "fuel surcharge" line item on your invoice that will vary by employee count and delivery method. With this line item, it will be easy for us to remove it, or adjust it, depending on fuel prices. Please let me know your ideas about this by sending an email to: [fuelsurcharge@pay-net.net](mailto:fuelsurcharge@pay-net.net). Let me know what you think.

A handwritten signature in black ink, appearing to read "Wayne". The signature is stylized and cursive.