



Welcome to our Fifty Fourth Edition of Pay-Net’s E-Newsletter. Previous editions of our E-Newsletter are available on our web site, 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 6 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 .

Please Keep Your Email Addresses Current When you have personnel changes, remember to send us any email address changes. You can send these to operations@pay-net.net . By doing this, our list will remain current. When we sent out the last E-Newsletter, we got over 50 bounce-backs because the email addresses were no longer valid.

Pay-Net Email 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
- Hollis (General Manager): hlee@pay-net.net
- Gloria (Operations Mgr): gbal@pay-net.net
- Becky (Operations): rbaker@pay-net.net
- Paula (Operations): pmowry@pay-net.net
- Anna (Tax Manager): atudor@pay-net.net
- Ivan (Technical): idiaz@pay-net.net
- General Communication: operations@pay-net.net (this will be forwarded to the appropriate person)
- Debbie (Sales): 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 and let us know what you think about it. Send your responses to operations@pay-net.net.

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

▶ **Monday, May 30, 2011, is Memorial Day, a national holiday. Pay-Net will be closed that day. Please take this into account as you prepare your payroll information.**

▶ May 31st falls on a Tuesday. If you normally date your checks for the end of the month, and you have direct deposit, we need your payroll information before 3:00pm on Thursday, May 26th due to the Memorial Day holiday.

▶ June 1st falls on a Wednesday. If you normally date your checks for the first of the month, and you have direct deposit, we need your payroll information before 3:00pm on Friday, May 27th due to the Memorial Day holiday.

▶ June 5th falls on a Sunday. If you normally date your checks for the 5th, your check date will roll back to Friday, June 3rd. If this applies to your company and you have direct deposit, we will need your payroll information before 3:00 pm on Wednesday, June 1st.

▶ June 20th falls on a Monday. If you normally date your checks for the 20th and you have direct deposit, we need your payroll information before 3:00pm on Thursday, June 16th.

▶ **Monday, July 4, 2011, is Independence Day, a national holiday. Pay-Net will be closed that day. Please take this into account as you prepare your payroll information.**

▶ **July 5th falls on Tuesday. If you normally date your checks for the 5th and you have direct deposit, we need your payroll information before 3:00pm on Thursday, June 30th because of the July 4th holiday.**

▶ July 31st falls on a Sunday. If you normally date your checks for the end of the month, your check date will roll back to Friday, July 29th. If this applies to your company, and you have direct deposit, we will need your payroll information before 3:00pm on Wednesday, July 27th.

▶ August 1st falls on a Monday. If you normally date your checks for the 1st of the month, and you have direct deposit, we need your payroll information before 3:00pm on Thursday, July 28th.

1099 Requirement Repealed: **This is really great news!** Legislation to *repeal* the new Form 1099 rules due to begin January 1, 2012, and called burdensome by many businesses, was signed April 14 by President Obama. The legislation (H.R. 4) repeals language from the 2010 health care law (Pub. L. 111-148) requiring businesses to issue a Form 1099 for payments to companies for goods and services that exceed \$600 per year to each vendor. It also repeals an expansion of those rules to include landlords, which was enacted under a small business law (Pub. L. No. 111-240).

California Law on Adult Children Health Care: **Some more good news!** The California Legislature passed, and the governor approved, a bill into law that brings the California treatment of the insurance premiums for Adult Children into agreement with Federal rules and regulations on this issue.

Now, the premiums for Adult Children Health Care will be treated as pre-tax, the same as a standard 125 Plan.

2011 Holiday Schedule: The following remaining holidays are scheduled for 2010 plus the 2011 holidays. The official “bank holidays” are marked with an “*”

- ▶ * Monday, May 30, 2011 – Memorial Day – Pay-Net will be closed
- ▶ * Monday, July 4, 2011 – Independence Day – Pay-Net will be closed
- ▶ * Monday, September 5, 2011 – Labor Day – Pay-Net will be closed
- ▶ * Monday, October 10, 2011 – Columbus Day – Pay-Net will be open
- ▶ * Friday, November 11, 2011 – Veteran’s Day – Pay-Net will be open
- ▶ * Thursday, November 24, 2011 – Thanksgiving Day – Pay-Net will be closed
- ▶ Friday, November 25, 2011 – Pay-Net will be closed

- ▶ * Monday, December 26, 2011 – Christmas Day observed – Pay-Net will be closed
- ▶ * Monday, January 2, 2012 – New Years Day observed – Pay-Net will be closed

2011 Changes to California Reporting: Did you notice the change in California forms for the First Quarter of 2011?

The Quarterly DE-6 Form and the annual DE-7 Form has been replaced by a quarterly DE-9 Form, Quarterly Contribution Return and Report of Wages, and a DE-9c, the Quarterly Contribution Return and Report of Wages Continuation.

These new forms will mean that the state will be able to reconcile employer's accounts on a quarterly basis instead of the current annual basis.

Update On Our New Software: It seems as if we have been talking about our new software for sometime now. Each time, the release date would get pushed back because of some type of problem or needed enhancement.

Well, we are *really* close now. Our new web-based system will have a completely new look and will have the complete functionality of our full software which means our web users will have access to a complete HR system. In addition, we will be announcing soon our Employee Kiosk which will be a completely new system replacing our present ESS module (Employee Self Service). On our new Kiosk, employees can make requests for address changes, withholding changes, etc., submit these requests by email and receive confirmation back.

To access the “new” Pay-Net Online system:

- (1) Go to our web site www.pay-net.net
- (2) Click on the Pay-Net Online logo on the left side of the main screen
- (3) For user name, type in: paynetdemo (all one word in lower case)
- (4) For password, type in: 9000demo
- (5) For company, type in: 9000

The system will then log you into the new Pay-Net Online system. Please note that this software resides on a test computer system and your response time will be slow depending on the number of users online.

To access the new Employee Kiosk:

- (1) Click on this link: <https://www.pay-netonline.com/Kiosk/Login/Login.aspx>
- (2) For user name, type in: normalabbey (all one word in lower case)
- (3) For password, type in: 9000normal

Check it out and let us know what you think!

Coming Soon – Pay-Net Repository: We are in the process of setting up a secure place on the Internet where our clients can retrieve their reports. This repository will replace our procedure of emailing a company's reports. Yes, this is Pay-Net's venture to “cloud computing”. When a client requests a report, our system will run the report and then automatically place the report in the client's secure place in the repository. Our clients can then simply log into this repository and then download the reports.

More information will be coming in future E-Newsletters.

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.

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? Or, 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, and click on "Pay-Net Solutions".



Note from Wayne

It's been a busy springtime at Pay-Net. I am very excited about our new software offering. Not only can we offer our clients more services and the additional functionality of our software should fit everyone's needs. The new employee kiosk will have all the functionality of a complete, online HR system designed to make the interface with employees less time consuming. It has taken us a couple of years to develop this system, but I think that everyone will be very pleased with our new product, Pay-Net Online. Here's hoping that all of you have a wonderful spring and a fantastic summer.

A handwritten signature in cursive script, appearing to read "Wayne". The signature is written in black ink and is positioned at the bottom right of the page.