



DataLine

5150 N. Sixth #125
Fresno CA 93710
phone (800) 833-8824
fax (559) 226-5418
www.Datatechag.com
datatech@Datatechag.com

*A quarterly newsletter for Datatech Customers
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DATATECH NEWS

Website Update

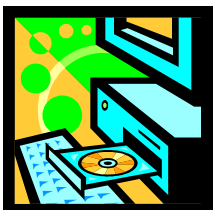
We are currently working on two additions to our website. One is expanding our links to include a section for our customer's websites. The second is a profiles page for customers that would like to participate.

If your company has a website and would like Datatech to list it on our Links page and/or would like to have a profile of your company included on our website, please contact Hannah at extension 101.

Referral Bonus

The end of the year is coming up quickly and you may have friends or family thinking about purchasing new accounting software. If you mention Datatech to them, remember to have them ask us about a referral discount. In addition to them receiving a discount on the software, you'll also receive a special gift.

Preview of Year End Update Enhancements



This past year Datatech has completed over 120 enhancements and changes to its' Windows accounting software packages. Many of these changes are a result of suggestions, comments and requests from customers.

Following is a preview of some of these new features and/or enhancements. A complete list of changes will be included on the Year End Update CD.

- New options on employee miscellaneous deductions, including limits and a new calculation method .
- Search added to checkbook to search by amount.
- Direct expense checks can now be printed in a batch instead of printing as you enter them.
- When entering a new employee the program will now display the account number when you click on save.
- Detail option on the Worker's Comp Report.
- Loan balances will now print on payroll check stubs
- New report for tracking 401(k) deductions and employer contributions.

TECH TALK

PLANTS THAT PLAY MUSIC



Let's Corp, a technology firm based in Okayama, Japan, has developed a plant based speaker system that mimics the way conventional audio speakers work. Instead of the conventional paper, plastic or metal cones used in most speakers, the system uses a magnetic coil and an oscillating component. Flowers are inserted into a vase with the coil and an alternating electrical current causes the flowers to vibrate at a high speed producing audible sound.

The speaker system is called Ka-on, which means "flower sound" in Japanese. Masumi Gotoh, president of Let's Corp., calls it ideal for flower table arrangements at weddings, reception desks and decoration at restaurants. Ka-on is also being used for concerts. Several Ka-on were planted near a bamboo grove to play music at a recent event in Japan.

Unlike regular speaker, Ka-on relays sound in all directions, filling an entire room with music in a more natural ambiance.

Ka-on vases and amplifiers come in various sizes, ranging in price from \$46 to \$460. There's also a version that works with potted plants. Soon there will be wireless connections and a speaker phone model to allow for a telephone conversation.

Another company, The Music Bird Corporation, is also developing a model called Canon.

Sources:

<http://www.gizmodo.com/archives/canon-turns-plants-flowers-into-speakers-017804.php>

<http://www.msnbc.msn.com/id/5991032/>

<http://www.newscientist.com/news/news.jsp?id=ns99996183>

<http://apnews.excite.com/article/20040913/D852TP280.html>

THE INTERNET ZONE

PASSWORDS

With the increase of bill paying, purchasing, and transferring of funds online, the importance of protecting yourself from fraud cannot be stressed enough. One of the primary ways you can protect yourself is with a good password.

Here are a few Do's and Don'ts for creating passwords:

Do's

- Use upper and lower case letters throughout
- Use numbers and punctuation when possible
- Use at least 6 characters or 8 when required
- Use a seemingly random selection
- Use a password that can be typed quickly, without looking at the keyboard
- Change passwords regularly

Don'ts

- Use your ID or User Name as the password
- Use any name in any form, initials, or nicknames
- Use a word contained in a dictionary
- Use Dates
- Use keyboard sequences (e.g. QWERTY)
- Use information about yourself that can be obtained by someone (pet, street, automobile names, or other identification numbers such as S.S.N. or telephone number)
- Write the password on sticky notes, calendars or desk blotters, where others can find it easily, or store it online.
- Share it with others

(Continued on page 3)

Source: <http://www.securitystats.com/tools/password.php>

SELF EMPLOYMENT DISABILITY INSURANCE

Even if you are self employed you can protect yourself against a loss of income due to injury or illness. With the Disability Insurance Elective Coverage (DIEC) program you can receive:

- Income protection, whether or not an injury or illness is work related.

- A benefit waiting period of only seven days.

- Premium changes that do not discriminate because of age, occupation, or previous health history.

- Up to 39 weeks of benefit payments.

- Benefits for pregnancy-related disabilities.

To qualify for these benefits, you must apply for DIEC, be approved, and pay quarterly premiums before becoming disabled. Most often only a period of seven months must elapse before a new member can receive benefits.

DIEC members are also eligible for the Paid Family Leave (PFL) benefits, which are provided if you take time off to care for a new child or seriously ill child, spouse or parent. For more information call (888) 745-3886 or visit www.edd.ca.gov/direp/difaq9.htm
California Employer Newsletter, First Quarter 2004

(Continued from page 2)

Other Suggestions:

- 1) Use the first letter of each word from a line in a book, song, or poem. For example: "Who ya gonna call? Ghost Busters!" would produce "Wycg?GB!"
- 2) Use the output from a random password generator. Select a random string that can be pronounced and is easy to remember. For example, the random generator string "adazac123" can be pronounced a-da-zac, and you can remember it by thinking of it as "A-to-Z, 1 through 3." Add uppercase letters to create your own emphasis, e.g. aDAzac.2 This is one site for random password generators: <http://www.winguides.com/security/password.php>
- 3) Use two short words connected by punctuation, e.g. T1me#Off
- 4) Use numbers and letters to create an imaginary vanity license plate number, e.g. 1H8work

MINIMUM WAGE COMPLIANCE WHEN PAYING PIECE RATES

If you use the Daily Payroll entry window, you may have noticed a new feature that was added last year. When you use the Create Checks option, there is a setting for Minimum Wage Verification, with Daily and Weekly options. What is the difference and why is this option there?

As a part of handling piecework wages, Datatech's payroll system has always included the capability of verifying that employees make at least minimum wage. When the minimum wage verification feature was originally designed in the 1980's, the verification was based on the total number of piecework hours for the entire check. An employee paid on a weekly pay cycle was guaranteed to make at least minimum wage for the total number of hours he actually worked for the entire week.

In the 1990's, we received requests from customers to modify this verification to work on a daily basis, instead of basing the minimum wage on the total hours worked in the pay period. These requests came from customers who were audited by the state and penalized because they weren't paying employees at least minimum wage for each day. How did this change affect the way piecework wages are verified for minimum wage compliance?

An employee that doesn't make minimum wage on one day that he worked *may* have earned enough on other days so that for the entire week, his wages are above minimum wage. By doing the verification on a daily basis, however, the employee is guaranteed to receive at least minimum wage for the hours worked on each day.

Here is an example: An employee works eight hours on two different days. The first day, his piecework wages are \$50.00. The second day his piecework wages are \$75.00. Looking at the two days together, he has made over minimum wage (\$108.00 in California). However on the first day, he failed to make the minimum wage for eight hours. When the verification is made on a daily

basis instead of over the entire pay period, the employee must be paid an additional \$4.00 to make minimum wage on the first day.

Recently, we had a customer question the need to perform a daily verification for minimum wage. We checked the Wage Order regulating wages, hours, and working conditions in the agricultural occupations. It states in section 4B, "Every employer shall pay to each employee, on the established payday for the period involved, not less than the applicable minimum wage for all hours worked in the payroll period, whether the remuneration is measured by time, piece, commission, or otherwise."

When trying to clarify this further with the Division of Labor Standards Enforcement*, Datatech was told that the minimum wage calculation is based on time worked during the entire week. And even though the Wage Order uses the term "pay period," the calculation must be done, at least, on a weekly basis.

How This Affects Datatech Payroll Software

Although it appears that the weekly minimum wage verification is sufficient, the option to verify minimum wage on a daily basis will remain in the program. You may use either method when creating checks.

If you are in doubt as to what method you should use, we recommend that you contact the Division of Labor Standards Enforcement or a lawyer that specializes in labor laws.

*The Industrial Welfare Commission was the department responsible for issuing wage orders that are required to be posted at places of employment. This organization no longer exists, but the wage orders are still in effect. The Division of Labor Standards Enforcement now handles inquiries and questions normally directed at the IWC. The Fresno telephone number for the DLSE is (559) 244-5340. For other offices go to: <http://www.dir.ca.gov/dlse/DistrictOffices.htm>

COMPUTER SERVICE LABOR RATES

In-House:

All Services Except Below - \$75.00/Hour, quarter-hour increments, ½ hour minimum

Spyware/Adware/Virus Removal - \$85.00/Hour, half-hour increments, 1 hour minimum

Data Recovery Services - \$120.00/Hour, half-hour increments, 1 hour minimum

On-Site:

In the past we have billed our normal hourly rate for travel time. Starting October first, there will be a "trip charge" included for all on-site services. This charge will be based on round-trip distance from Datatech's office. This charge will include the first half-hour of work on-site. After that an hourly rate applies.

The hourly rates after the first half hour are:

\$85.00/Hour, quarter-hour increments

\$95.00/Hour, Weekends/After Hours, quarter-hour increments

Trip Charge: (Includes first half-hour on-site)

1-15 Miles	-	\$90.00
15-30 Miles	-	\$105.00
31-50 Miles	-	\$120.00
51-70 Miles	-	\$135.00
71-90 Miles	-	\$150.00
91-110 Miles	-	\$165.00
111-130 Miles	-	\$180.00
131-150 Miles	-	\$195.00
151-170 Miles	-	\$210.00
171-190 Miles	-	\$225.00
191-210 Miles	-	\$240.00
211-230 Miles	-	\$255.00
231-250 Miles	-	\$270.00

For service, contact James at extension 104. If he is not available at the time of your call, you may dial 0 for the Operator and she may be able to make the appointment. We ask that you also make an appointment if you are bringing your computer to Datatech's office, so that James can schedule his time appropriately.



WEST NILE VIRUS RECOMMENDATIONS

As of August 12th, West Nile Virus (WNV) had been detected in 41 of California's 58 counties. 148 persons in the state have tested positive for it, 5 of whom died from it, according to the California Department of Health Services. The most likely cause of WNV infection in humans is through the bite of an infected mosquito. However, there are other ways to be exposed, such as handling infected birds.

Mild symptoms may include fever, fatigue, headache and muscle or joint ache. Some may have no symptoms at all. Fewer than one percent of those infected will require hospitalization, however, persons over the age of 50 and pregnant women are at a higher risk and should reduce their risk by avoiding mosquitoes entirely. Anyone who develops symptoms should contact their health care provider immediately.

Irrigation ditches, manure lagoons, watering troughs and other stagnant bodies of water increase mosquito populations. They can also be found in weedy, bushy, and wooded environments. Workers in these environments should protect themselves by following these precautions:

Clothing

Wear long sleeved shirts, long pants, and socks.

Spray clothing with products containing DEET or permethrin, as mosquitoes may penetrate thin clothing.

(Permethrin should only be used on clothing; do not apply it directly to skin)

Wash clothing treated with insect repellent before wearing again.

Do not apply repellent to skin that is under clothing.

Use Insect Repellent

Apply insect repellent to skin

Carefully follow label directions for repellent use.

Do not apply pump or aerosol products directly to the face.

These products should be sprayed onto the hands and then carefully rubbed over the face, avoiding the eyes and mouth.

Use repellents at the lowest effective concentrations.

The most effective insect repellents contain DEET. The more DEET a repellent contains, the longer it will protect against mosquito bites, except that DEET concentrations higher than 50% do not increase its length of protection.

Wash skin treated with insect repellent with soap and water after returning indoors.

Wear gloves when handling dead animals. Medical examination gloves are recommended because cotton, leather, and other absorbent materials are not protective.

W-2 ORDERING INFORMATION

This year there will be changes to the W-2 format. You must not print W-2's until you have received and **installed** the 2004 Year End update provided by Datatech in late December.

The format may also change the position of the employees address on the W-2. Therefore any envelopes you may have left over from prior years may not work.

Following are the guidelines and options for ordering your W-2's. We have listed the form numbers used by The Advance Group, but you can order W-2's from any supplier as long as the layout matches. *Remember, Datatech does not supply W-2 forms or keep any extra forms on hand if you run out.*

Please remember to order enough W-2's! To help in deciding how many W-2's to order, you can use an option on the Year End Tax Reporting menu for counting employees with year to date wages. This will tell you the minimum number of W-2's you will need to order. Add in additional W-2's to allow for printer jams or reprinting individual W-2's. Please call the Datatech Support Department if you have any questions about ordering W-2's.

The W-2 format you use depends on the type of printer you have and your filing requirements. If you are a paper filer, you need a total of 5 copies (1 for the IRS, 1 for your records, and 3 for the employee).

If you are a magnetic media filer we recommend you use either the 3 up or 4 up formats on a laser or inkjet printer. When using the 4 up format you simply remove one copy as your Employer copy. If you choose a 3 up format you can print the 2 per page format on blank paper as your copy.

Companies that file by paper may also save on paper and time by using a combination of the 4 up and 2 per page formats. Order one set of the 2 per page format to send to the IRS, and one set of the 4 up format for the 3 employee copies and 1 employer copy. (Windows program only) This allows you to run only 2 sets of W-2's, but obtain all the needed copies.

If you have a DeskJet or Laser printer we recommend you purchase laser forms. Printing on these printers is more consistent and hassle free. Do not order double wide Dot-Matrix forms. Our software no longer prints this format.

Laser/Inkjet Printers

Magnetic Media Filers

1 employee, 3 copies per page, Form #L3UP

1 employee, 4 copies per page, Form #L4UP, *This form is only supported in our Windows programs.*

Paper Filers

Single Wide, 2 employees per page, Form #LW2 (Sets A,B,C,D1,22)

(If printing all copies with this format W-2's must be printed 5 times to obtain the necessary copies)

Dot Matrix /Tractor Feed Printer

Magnetic Media Filers

Single Wide, 4 copies, Form #X41

This format is recommended for most labor contractors and large payroll companies using dot matrix printers.

Single Wide, with Mailer, 4 copies, Form #XM54

We cannot guarantee that this 6-ply form will work in your printer. Most printers are not rated for this number of copies.

Paper Filers (250 employees or less)

Single Wide, Twin Sets, Two 3-part sets,

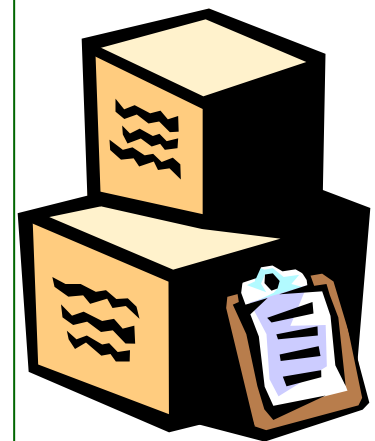
Forms #X13, X13A

Used with narrow or wide carriage dot-matrix printers. *(W-2's must be printed twice to obtain the necessary copies. Order both form numbers.)*

When you receive your W-2's please check your order for accuracy immediately.

Most suppliers cannot accept returned items after a certain time period.

Please check with your supplier before ordering for conditions on returns and exchanges.



***The Advance Group
(559) 227-1192
(800) 522-5758***

CROSSWORD

Congratulations to Meryllyn and Kim at Orange Belt Supply for solving the Summer puzzle. We apologize for the error in the spelling of one of the answers. However, by solving the other clues, the puzzle could have been correctly solved. We will again award \$25 to the first company to correctly complete the puzzle, or to the person with the most correct answers.

Across

- 1 ___ Lanka
- 4 Cupids
- 11 Part of the "KKK"
- 12 Non-profit organizations
- 14 Fawn's mom
- 17 College head
- 18 Repeat
- 19 Poem
- 20 Italian physicist
- 22 Ferment
- 23 French capital
- 24 Access (2 wds.)
- 26 Defenses
- 27 Talk incessantly
- 28 Ranker
- 29 Rabbit
- 30 Fake coin
- 31 North
- 32 Plutonium (abbr.)
- 33 Russian "dollar"
- 34 Small Mediterranean boat
- 35 Tom Sawyer author
- 36 Railway
- 37 Silver (abbr.)
- 38 60 minutes
- 39 Long, skinny boat
- 40 After second
- 41 Genetic code
- 42 Runt
- 44 Plant hormone
- 45 Shabby
- 46 Mongrel
- 47 Bewilders
- 48 Charlemagne's father
- 49 Happy cat sounds
- 50 Smooth tightly twisted thread
- 51 South by east
- 52 Principle
- 53 Unconscious states
- 54 Lean
- 55 Governing group
- 56 Movie "King"
- 57 Adhesive
- 58 Mint ___
- 59 Muddy
- 60 Car trails
- 61 Essential
- 62 Nation
- 63 Bubbles
- 64 Parrot
- 65 Snake poison
- 66 Airline
- 67 Federal Bureau of Investigation
- 70 Rule
- 71 Withered
- 72 Computer memory units
- 73 Having wings
- 75 Middle East dweller
- 76 Speedy
- 77 Uses a lever
- 78 Repents
- 79 10 liters (abbr. for decaliter)
- 80 Stair grips
- 81 Toil
- 82 Otherwise

- 83 Brand of cola
- 84 Movie alien
- 85 Screams
- 86 Twisted the water out
- 87 Layers
- 88 I see
- 89 Northwest
- 90 Cain's brother
- 91 Piece
- 92 Passes at the bull
- 93 Southwestern Indian
- 94 Cecum
- 96 Examine
- 97 Parry
- 98 Exploiter
- 99 Number
- 100 Lube
- 101 Dewey eyed
- 102 Experts
- 103 Negative
- 104 Improvable
- 107 Evils
- 108 Accompanies
- 109 Body of water

Down

- 1 Cabbage salad
- 2 Fled
- 3 Indiana (abbr.)
- 4 Singing group
- 5 Berets
- 6 Before, poetically
- 7 Providence locale
- 8 Utah (abbr.)
- 9 Of life
- 10 Automobile
- 11 Store
- 12 Hand lotion brand
- 13 Focus
- 14 Condescend
- 15 Ball
- 16 Highly
- 17 British checkers
- 18 Nation in the Middle East
- 20 Not solid
- 21 Place alone
- 22 Go around
- 23 Remit (2 wds.)
- 24 African country
- 25 Fencing sword
- 26 Wing shaped
- 28 House parts
- 29 Russian ruler
- 30 People from Switzerland
- 33 River
- 34 Horizontal line of a graph
- 35 After Wed.
- 39 Angel of love
- 40 Jewish scripture
- 41 Twilight
- 43 Wipe
- 44 Fable writer
- 45 Shapeless
- 46 Ore shafts
- 48 Electrical device
- 49 Folk dancing
- 50 Praises

- 52 Club rule
- 53 Rebound
- 54 South American animal
- 55 Lazy ___ (turn table)
- 56 Hearsay
- 57 Sheep-like animals
- 58 Leah's husband
- 59 Impressionist painter
- 60 Functions
- 61 Corny
- 62 Land workers
- 63 Gave a lavish party
- 64 Samuel Clemmons (2 wds.)
- 65 Brides' headresses
- 66 Wilting
- 67 Ice sheets
- 68 Disallow
- 69 Repeats
- 70 Meter
- 71 Garbage
- 72 Verge
- 73 Afloat (2 wds.)
- 74 Artist of illusion
- 76 State capital
- 77 Snip
- 78 Tight at the top, flaring at the bottom (2 wds.)
- 80 Renounce
- 81 Maggot
- 82 Lamenting poetry
- 85 Boat
- 86 Complete items
- 87 Religious military man
- 91 Transgression
- 92 Baby horses
- 93 Avails
- 95 Pride
- 96 "Raven" author
- 97 Liability
- 98 Ca. University
- 101 Sticky black substance
- 102 Brew
- 105 North Carolina (abbr.)
- 106 Last scale note
- 107 State of being

