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941 Filers

The file that allows the software to print the completed Form 941 is a bitmap file. The bitmap file sent with the year end update contained the year 2005.

You will need a new file for printing 2006 941 reports. If the Datatech support department has not already contacted you to update this file, please call us immediately.

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DATATECH NEWS

Spring Seminars

We are again holding spring seminars for customers using The Labor Contractor's Office and The Farmer's Office programs. These seminars are good for new customers, new employees, and longtime customers that want to learn about new features and better ways to utilize the functions in the software. Please see page 2 for more information on the seminars.

Office Closed

Datatech's office will be closed on the following dates:

- Monday, May 29th
- Tuesday, July 4th

Staff Vacations

Damaris will be out of the office May 30 - June 2nd, June 30th, and July 12 - 14.
Isaac will be out of the office July 12-18.

When calling or emailing for customer support we recommend contacting the support department directly at extension 110 or Support@DatatechAg.com. This is especially important during the summer months, as other support staff may not be able to check messages left on individual email or phone extensions.

Updated On-Site Trip Charges

We have updated the trip charges for on-site hardware service and software training or support assistance. Please see page 3 for the new rates.

New Phone/Internet Service

We have recently upgraded our telephone and internet service. This has changed the IP address of our server, so currently the "Check for Updates" and "Send Backup to Datatech" options in our accounting software will not connect to us. To update your software with the new connection, go to our website at www.DatatechAg.com, click on **Support** and then click on the link to go to the **Software Update Download Page**.

HARDWARE NEWS

New Name!

Datatech will soon be operating the hardware division under the new name Datatech IT Solutions. This will still be a division of Davidian Business Services, Inc. and operated by James Davidian. With the coming separation of the hardware and software departments, Datatech IT Solutions will have a separate website, www.Datatech-IT.com for its products and services. These include: Vertical TeleVantage & Comdial phone systems, computers, servers, and repair or service on those items. We will continue to publish current news regarding Datatech-IT Solutions in the DataLine Newsletter and keep you up to date with technology news in the Tech Talk article.

FREQUENTLY ASKED QUESTIONS

Q – I have a miscellaneous deduction set up for an employee but it is not taking anything out of the check. Why?

A - There could be several reasons why a miscellaneous deduction would not be taken out of the check. One possibility is that the deduction you are using is not set to active. You can check this in the Miscellaneous Deductions option off of the Payroll, Utilities menu. There should be a checkmark in the Active box to indicate the deduction is activated.

A second possibility is that the program is not seeing the need to deduct anything. Look at the deduction setup in the employee's file. Check to see if you have entered anything in the Total to Deduct field. This field is *not* used to record the total deduction for each check. It is used to stop the deduction from coming out of the employee's check when they have reached the total amount that needs to be reclaimed for this deduction. The program looks at the Total to Date amount and compares it to the Total to Deduct to see if the deduction needs to be taken out.

A third possibility is that there is something in the weeks column that is preventing the deduction from coming out. This field is used to define a certain week or weeks of the month that the deduction is to be taken out. It is not used to define the number of weeks that you want a deduction to be taken out. For example, if you enter a '1' in this field it will take the deduction out of the employee's check that includes a pay period ending date between the first through the seventh of the month, a '2' would be a range of the eighth thru the 14th, etc. You may also enter multiple weeks, such as '13.'

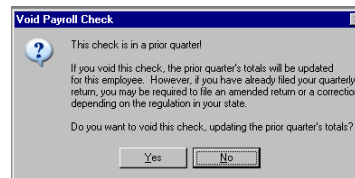
If you have checked all three of these settings and cannot find a reason why the deduction is not being taken out of the check, please feel free to call our support department for further assistance.

Q – How can I void a check in a prior quarter?

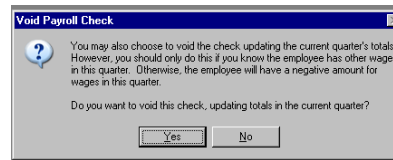
The Void Payroll Check option will allow you to Void a payroll check in a prior quarter. If you have already filed your quarterly reports and then void a check, you will have to file an amended report for the updated totals.

If the employee is still working and will have wages in the current quarter you may instead date the Void Transaction in the current quarter. This means you would not be changing the prior quarters totals.

This is the message you will receive if you void a check in a prior quarter:



If you answer No to voiding the check in the prior quarter, you will get this message:



If you answer Yes, the check will voided with the current date.

Checks in a prior year cannot be voided. If it is necessary to make corrections, please contact Datatech's support department for assistance in re-opening the year and making corrections.

SPRING SEMINARS

The Labor Contractor's Payroll Entry to Billing Seminar

This seminar is designed to cover the entire Labor Contractor's workflow, including payroll entry methods, tax payments and report filing, labor reports, billing and tracking grower payments. This seminar is beneficial to those new to the labor contractor business and those who would like to learn newer payroll entry methods and reporting options.

Date & Time: Wednesday May 17th 1:30 - 5:00 pm

Cost Accounting & Crop Budgeting

This seminar will cover everything from setting up cost centers, expense categories and overheads to setting up budgets and getting the reports you need to make your management decisions. We will also cover how to use tools in the software to correct cost accounting entry errors and NEW COST ACCOUNTING REPORTS to be released this summer. This seminar is designed for the Farmer's Office users.

Date & Time: Friday May 19th 1:30 - 5:00 pm

Both seminars will include time for question and answer sessions and includes an instruction booklet containing the items covered during the seminar and room for notes. The cost is \$90 per person. Please call Hannah at ext. 101 to register.

ON-SITE TRAVEL RATES



In the Fall 2004 DataLine we published a new system for billing hardware on-site services. Instead of billing by the hour for travel time, a flat “trip charge” was established.

This past year we have adopted the same billing schedule for software on-site training and support services. We are now modifying the rates to more accurately reflect travel costs. This includes lower rates for customers closer to Fresno and higher rates for distances farther away. We are no longer including the first 1/2 hour with the trip charge.

The trip charge is based on the round trip distance from Datatech’s office to the site location.

Trip Charge Rates:

Miles	Price
Up to 30	45.00
31-50	70.00
51-70	95.00
71-90	120.00
91-110	140.00
110-130	160.00
131-150	185.00
151-170	209.00
171-190	234.00
191-210	258.00
211-230	308.00
231-250	332.00

Please call for rates over 250 miles.

The trip charge rate includes all travel time. In addition to the trip charge the hourly rates for on-site hardware service and software training and/or accounting assistance are:

\$85.00/Hour, quarter hour increments
 \$99.00/Hour, Weekends/After Hours, quarter-hour increments

In-House Services:

All in-house hardware, accounting and/or software services not covered by the software maintenance contract, are \$75.00/Hour, billed in quarter hour increments, 1/2 hour minimum. Data Recovery services can be quoted on a case by case basis and may include charges for third party services.

** Rates for training and support provided by programmers vary by location and job.*

DO I NEED A MEDIA PC?

What is a Media PC?

A Media PC is a computer with Microsoft Media Center software and hardware components, such as a TV tuner, that enable you to play and record television through the computer. In addition, the software allows you to easily store, organize, access and play your music, photos and videos from the machine. It includes all the capabilities of a Windows XP computers, so you can use the Media PC like any other computer.

What additional hardware components are included?

Components vary by machine, but they typically include a high end processor, high capacity hard drive, advanced graphic and audio capabilities, DVD-RW drive, TV tuner and a remote control.

Do I need a Media PC?

If you are purchasing a computer for a home or office business function you probably don’t need a computer with Media Center software. While Windows XP does run underneath the Media Center interface, the system is designed to be used as a component of your home entertainment system. However, if you want a system with interfaces for organizing and playing DVD’s, home videos, television shows or pictures, you might consider a Media PC.

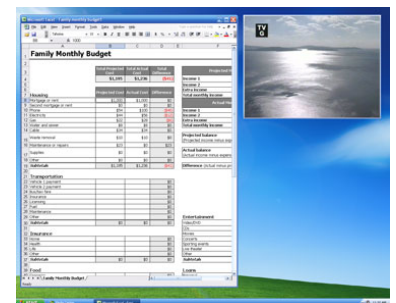
What should I consider when I purchase a computer?

Many brand name computer companies are including the Media Center software in their advertised systems. As mentioned above, these computers contain added and upgraded components. If you aren’t going to use the Media Center software, you may not need the added items, especially the t.v. tuner. You may find the cost of the computer drops drastically when you ask for a system without the Media Center software.

If you are purchasing a Media PC and plan on storing DVD’s, videos or recording television shows, then make sure the capacity of the hard drive and processor will meet your needs. If you would like a quote from Datatech for a comparable system, please email James@Datatech-IT.com

Where can I get more information?

Visit the Media Center page on Microsoft’s website: <http://www.microsoft.com/windowsxp/mediacenter/> You’ll find details on all the functions and features of the Media Center software and frequently asked questions about the software and how to use it.



Watch TV while you work

CAL/OSHA INJURY REPORTING

Since 2002 California employers with more than 11 employees, except those in low hazard establishments, such as retail, real estate and other service sectors, have been required to log **reportable cases of work-related injuries and illnesses**.

An injury or illness is considered **work-related** when an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition.

Reportable cases includes work-related injuries or illnesses that result in: death, loss of consciousness, days away from work, restricted work activity, job transfer or medical treatment beyond first aid. You must also record any work-related case involving cancer, chronic irreversible disease, fractures or cracked bone, needlestick injury or cut from a sharp object that may be contaminated with another person's blood or infectious material, any case requiring an employee to be medically removed based on a Cal/OSHA health standard, tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician, a punctured eardrum or an employee's hearing test that reveals the employee has experienced a "Standard Threshold Shift" in one or both ears.



Some of the above items have additional criteria to determine whether to report the case or not. In addition, there are criteria for NOT reporting such cases, for example, if the employee voluntarily requests that his/her name not be entered in the log. For these details, go to the website below for record keeping details.

Form 300 is used to log the incidents, while Form 301 is used to record case details. At the end of the year Form 300A is used to summarize the years injuries and illnesses. Form 300A must be completed by Feb 1st for the prior year and posted through April. The form should be placed in a conspicuous location where employee notices are usually posted. In addition, the form must be mailed to employees who do not report, at least weekly, to this location.

The annual summary includes information on the types of illnesses and injuries that occurred in the workplace over the past year. It also alerts them to possible hazards in their workplace.

If a serious injury (one that requires more the 24 hours of hospitalization or if there is a loss of a member of a body or serious degree of permanent disfiguration) occurs the employer must report immediately by telephone the nearest Cal/OSHA district office. Some exclusions apply, so for more details, go to the website below, scroll down to Record Keeping and select "Brief Guide to Record Keeping requirements.

For more information go to: <http://www.dir.ca.gov/dosh/PubOrder.asp> and scroll down to Record Keeping.

INCENTIVE/BONUS PAY POLICES

Incentive Pay and Bonus offers can help encourage employees to perform well, reduce costs and reward them for doing a good job. However, to protect yourself from future penalties or liabilities, you should review all bonus and incentive plans to be sure they are in compliance with applicable laws. The type of bonus or incentive pay being offered defines the employers obligation and different rules apply to different types of bonus and incentive plans. All bonuses should be clearly defined in writing to help protect the employer from unintended consequences.

Many companies now offer "End of Season" bonuses to help ensure an adequate workforce for the entire season. Every condition of the bonus plan should be in writing, especially the requirement that the employee must finish the season. Failure to specify this condition may result in having to pay the employee all or part of the bonus for a partial season.

If a piece-rate, production-based bonus or incentive pay is being compensated, the employer must provide the employee with a statement of the applicable piece rate or incentive plan formula and maintain accurate production records.

When a bonus is based on meeting a defined performance standard, such as bonuses when an employee has met a certain number of hours works or production criteria, the bonus must be paid at the end of the pay period in which the standard was met, unless the employer has specifically stated that it is paid on completion of a particular period, such as quarter or season.

If a bonus is based on incentive pay or production based methods, it is subject to overtime rules. For example, if you have an incentive pay plan and overtime hours are worked, in addition to one and a half times the regular rate of pay, the employee is entitled to one and a half times the incentive pay. If the amount, timing and payment is completely within the discretion of the employer, then it would not be subject to overtime.

If the bonus is a lump sum, such as an end of season bonus, the regular bonus rate would be determined by dividing the bonus amount by the number of straight time hours worked in the season. The employees are entitled to one and a half times the regular bonus rate for overtime hours and twice the rate for any double-time hours worked in the season.

It is legitimate for a bonus description to explain that while payment of the bonus is discretionary, performance factors may be considered in the determination as to whether the employer is entitled to a bonus and if so, how much. A bonus that is at the discretion of the employer may be withheld at will. However, if the bonus is defined in such a way that the employee can count on it if he meets a certain goal, there is a contractual obligation that it be paid.

Patrick S. Moody, Esq., *FELS Newsletter*, Vol. 34, No. 9, Oct. 2005,