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DATATECH NEWS

New W-2 Format

The W-2 format has changed for 2007. Please do not print W-2's before receiving the year end update on CD. This will be mailed to all customers on support maintenance contracts at the end of December. You must install this update from CD, it will not be available from the 'Check for Updates' option.

Office Closed

Datatech's Office will be closed on the following dates:
Thursday & Friday, November 23rd & 24th
Monday & Tuesday, December 24th & 25th
Tuesday, January 1st

Program Update to Handle "No-Match" Letters

At the time of writing, the Department of Homeland Security's plan to require employers to follow procedures to resolve mismatches between employee social security numbers and the Social Security Administration's records is tied up in court. (See page 3.) We have begun work on new features in the payroll system to track no-match letters. We will add these features to the program if and when the DHS is allowed to proceed with the proposed rules. Use the Check for Updates option on the Tools menu if you need these features.



Backup Reminders

It's a good idea as the year comes to a close to review your backup procedures. In recent events, a few Datatech customers had either hard drive failures or theft. One that did daily backups was up and running quickly with a simple restore from backup. The others were faced with days of downtime as well as expenses in reconstructing data. Here are some recommendations that you can implement to ensure complete backups will be available in case of a data loss.

- If you have data from multiple programs that you need to backup, it is best to set up a backup job that will backup all data at one time. If you would like assistance setting up a backup please call us for an appointment.
- If you only need to backup data from Datatech's accounting software, you can use the Backup option

within the program. However, this only makes a backup of the company you are in at the time. You can set up an automatic backup, but you must start each company and close it to trigger the backup.

- Choose the appropriate backup media. There are several options available. USB flash drives are a popular option due to price and convenience, however are limited on space and generally backup only data. External and removable cartridge hard drives are a good option for those who wish to backup their entire system including programs. Some of the external hard drives come with programs for scheduling automatic backups.

Automatic Backup Programs Tips:

- Make sure all employees know when the backup is scheduled to run so that they can exit all programs before that time. If employees are logging into the network via Ter-

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H-2A Employment

With the pending enforcement by the DHS of fines for employing illegal immigrants, agricultural companies are looking to H-2A programs as a solution to ensure legal labor forces in the future. The AgJOBS legislation that is pending in Congress is intended to streamline the existing complex H-2A program. However, with some effort the existing program can be utilized for companies facing labor shortages now.

The H-2A program may increase your cost of business considerably. In order to be approved for the H-2A program, you must prove you don't have domestic workers available. This must be substantiated through ad placements. Once you have been approved you may begin recruitment or use a recruitment representative in a foreign country. Transportation, housing and a "minimum adverse wage" must be paid. Housing may be shared by multiple companies like a co-op.

The minimum adverse wage depends on the type of work and state the workers are being hired for. For example, the minimum wage for agricultural work in Arizona is \$8.27 while in California it is \$9.20. The minimum wage is changed each year and set on March 1st. Wages for H-2A workers are not subject to income tax, social security, and Medicare withholding. They are also exempt from federal and state unemployment taxes.

If you are interested in the H-2A program, you can find several links on our web site in the Information section. The National Council for Agricultural Employers can also provide you with reliable sources of information. Their web site is www.ncaonline.org.

We are currently working on new features to handle H-2A payroll. This will include including or excluding H-2A workers on certain reports, handling the taxability and reporting requirements (printing a 1099-Misc instead of a W-2) as well as verifying they earned the minimum adverse wage (instead of the state or federal minimum wage). This will be an additional cost option of \$500. If the AgJOBS legislation passes and any requirements change, we will of course update the software as needed.

(Datatech IT Solutions News—Continued from page 1)
minal Services, make sure they exit all programs before logging off.

- Make sure the backup device is in place at the time the backup is scheduled to run.
- Designate an employee to oversee changing the tapes and make sure if that employee is absent that another employee can take care of it. Make sure a recent backup is off-site in case of fire.
- Check the backup log to make sure the backup was completed without errors.
- Tape and Zip drives can go bad over time. They should be rotated and checked regularly.
- Depending on your backup method you can have Datatech IT Solutions check the backup for a small fee.

Business Computers

Datatech IT Solutions is now offering business computers running Windows Vista or Windows XP. The operating system you choose depends on your third party software and peripherals (scanners, printers, camera, etc.) and whether you want the latest operating system or are more comfortable with Windows XP.

Datatech Executive Series Computer

Antec Minuet mini-desktop case
Intel Motherboard
Intel Core 2 Duo E4500 Processor
Western Digital 160 Gb Hard Drive
Kingston 1 Gb 800 Mhz DDR RAM
Asus DVD-RW Drive
Logitech Pro 2400 Wireless Mouse & Keyboard
Altec Lansing 2 Piece Speakers
Samsung 19" LCD (flat screen) Monitor
Microsoft Office 2007 Basic (Word, Excel, Outlook)
MS Windows (Vista Business or XP Pro)

Complete System: \$1,299.00

(Not including labor for data transfer, sales tax & e-waste tax)

**Call James at (866) 709-5495
to order or for more information**

PREVIEW OF NEW FEATURES

California Quarterly DE-6 On-Line Reporting

California will be participating in an online Fed/State Employer Taxes (FSET) program. This will enable employers to file their DE-6 reports online instead of floppy disk. This new feature is scheduled to be available next year.

California Magnetic Media Transmittal Sheet

Datatech's software currently prints a magnetic media report when the file is generated. We will now generate the Transmittal Sheet for the California DE-6.

(Continued on page 3)

Safe Harbor Procedures

By now you've probably heard about the Department of Homeland Security implementing "Safe Harbor Procedures for Employers who Receive a No-Match Letter."

Here is a brief summary of the ruling: Employers will be responsible for resolving "no-match" letters received by the SSA and then firing the employee within 90 days if it can not verify eligible employment. If the employee is no longer employed when you receive the letter you must make a "good faith" attempt to resolve the issue. This may include sending a letter to the employee's last known address and addressing the issue if the employee returns to work. If an employer knowingly employs an unauthorized person it may be fined by the DHS.

On October 1st, a judge extended for 10 days a temporary restraining order blocking DHS from using the social security no-match letters for immigration enforcement. The judge is expected to rule before October 10th. Updates to this ruling will be added to our News page on our web site and covered in the next newsletter.

In the meantime Datatech is preparing new features to assist customers in tracking the resolution of "no-match" letters if the DHS procedures are upheld. New fields will be added to the Employee History file and a new report will be added to track when no match letters are received and when the 90 day period is up for each employee.

(Preview of New Features - Continued from page 2)

Crew Sheet Excel Template

You now have the option of creating your own Excel template and the Crew Sheets will export the employee list for the specified crew to the Excel spreadsheet. More information will be covered on this option in the Winter DataLine Newsletter.

Sales Analysis Report for Farm Accounts Receivable

A new Sales Analysis Report was added to The Farmer's Office. This report allows you to define your report order and sub-total levels, similar to the Labor Analysis Report in Payroll. You will now be able to get reports by Billing Description, which will provide quantity, prices and sales totals by Billing Code.

DATATECH SOFTWARE - FAQ'S

The Crop Year that is coming up on Payroll & Payables entries is not correct. How do I fix it?

There are two locations in the software that determine the default Crop Year. In the Cost Center you can specify a Current Crop Year for each Cost Center. This is especially useful when you have different crops that run on different year cycles. However, you must go into each Cost Center file to update the year when you are beginning a new season.

If most of your crops run on the same cycle you may assign a default Current Crop Year in the Farm tab of the Program Setup (off of the Tools menu). When you want to start a new season, you only have to change the year in the one location.

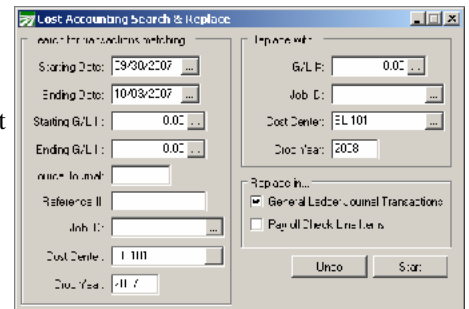
When you select a Cost ID on a transaction it will look to the Cost Center first. If the year is in the file, it will use that as the default for the Crop Year. If the year is not in the Cost Center, it will look at the Current Crop Year in the Program Setup.

If you currently have dates in the Cost Centers and want to avoid having to edit each file in future years, you can remove the date in each cost center. The program will then default to the date in the Program Setup for all cost centers.

How can I move transactions that accidentally posted to the prior Crop Year?

On the Cost Accounting, Utilities menu there is a Search & Replace option that will move all transactions for a selected criteria.

In the case of moving an entire date range from one crop year to another, the Dates, Cost Center and Year are all that are needed. In the "Replace With" fields, enter the Cost Center and new Crop Year.



The Utility may also be used to move transactions from one Cost Center and/or Job to another, in which case you may want to define a particular G/L #, Source Journal and/or Reference Number. When you are updating payroll checks you should checkmark the "Payroll Check Line Items" button in order for the individual checks to be updated for Workers Comp reports.

If you made a mistake in your search & replace criteria, you may use the Undo button to change the transactions back to the original information. However, this only reverses the last Search & Replace performed.

W-2 ORDERING INFORMATION

Following are the guidelines and options for ordering your W-2's. We have listed the form numbers used by The Advance Group (559) 227-1192 or outside the Fresno area call (800) 522-5758, but you can order W-2's from any supplier. *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 current number of employees you will need W-2's for. **Add in additional W-2's for new hires, paper jams and reprinting individual W-2's.** If you do have any questions after reading this article about ordering W-2's, please call the Datatech Support Department.

The W-2 format you use depends on the type of printer you have and your filing requirements. Depending on state requirements, you will need between 4 and 6 copies.

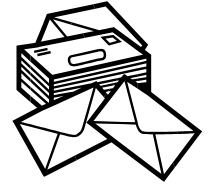
If you are an electronic filer we recommend you use either the 3-Up or 4-Up format on a laser or inkjet printer. When using the 4-Up format you simply remove one copy as your Employer copy. If you choose the 3-Up format you can order a set of 2 per page forms or print a set on blank paper as your copy.

If you file on paper, W-2's come bundled in 6 sets. In California you only need to print 5 copies. Companies that file by paper may also save on paper and time by using a combination of the 2 and 4 per page formats. You can order the "Copy A" 2 per page format to submit to the IRS and the 4-Up format for the employee and employer copies. This allows you obtain all the needed copies while running only two sets of W-2's.

If you have ordered multi part dot-matrix forms in the past and have experienced any problems, **please DO NOT order them again.** In the past we have assisted customers with printing when

they experienced problems, but we no longer use dot-matrix printers in our office and **will not be able to provide this service.**

If you have a DeskJet or Laser printer we recommend you purchase laser forms. Printing on these printers is more consistent and hassle free. Even if you have used the dot-matrix self mailer format in the past, you'll most likely find that it takes less time to stuff the laser form in envelopes than it does to print and tear the dot matrix self mailer W-2's.



Laser/Inkjet Printers

Electronic Filers (more than 250 employees):

- 1 employee, 3 copies per page, Form #L3UP
- or,*
- 1 employee, 4 copies per page, Form #L4UP,

Paper Filers:

- Single Wide, 2 employees per page, 100 employees per set, 6 part set #95216, 4 part set #95214
- Single set for printing "Copy A" only #LW2A.

Dot Matrix/Tractor Feed Printer

Electronic Filers:

- Single Wide, 4 copies, Form #X41

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:

- 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.)

Note: Datatech software only supports 1099 Forms on Laser/Inkjet Printers.