



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
Volume 11, Issue 3 Fall 2008*

DATATECH NEWS

INSIDE THIS ISSUE:

AG NEWS	2
UPCOMING NEW FEATURES	3
DATATECH IT SOLUTIONS <i>Beware of Bogus Flash Player Installs New Notebooks with 10 Key Pads</i>	3
W-2 ORDERING INFORMATION	4

W-2 Ordering

W-2 ordering information is found on page 4. Please be aware that office supply stores carry more than one 4 per page W-2 format. Datatech software only prints the L4UP format for 4 W-2's on a page. To ensure you purchase the correct format, Datatech recommends purchasing from a forms supplier that can verify the format for you.

New Sales Representative

Datatech recently hired Brittany Hart to work in our sales department. Brittany was an FFA member at Sierra High School and is currently attending the Willow branch of Fresno City College and plans on continuing her education in the Ag program at Fresno State.

Version 5.0 Updates Coming

Between now and the end of the year, we will begin rolling out Version 5.0 of our various accounting software packages. This version will make use of the Visual DataFlex 12.1 Runtime that was installed with the 2007 Year End Update.

Please see page 3 for upcoming features as well as the important notice below on minimum operating system requirements to run version 5.0.

Minimum OS Requirements for Version 5.0

In order to run the new version of our accounting software, you must be running either Windows 2000, XP, 2003 or Vista operating systems. If you are currently using Datatech Accounting Software on a computer running Windows 95, 98 or ME, we will need to send you a special update. Please call us before November 30th if you will need the special update.

The standard year end update for 2008 will not install on computers that are running Windows 95, 98 or ME—you must request the special update. In 2009, updates will not be provided for computers running these operating systems, so customers using Windows 95, 98 or ME operating systems need to make plans to upgrade in 2009 to computers running on Windows XP or Vista.

Software Support Phone Calls

When software support calls can't be handled immediately, voice messages go into a common box, so that all personnel can see the calls and return them in the order received as quickly as possible. At times, accounting and clerical staff may aid the support department in returning calls.

This ensures that all customers receive timely assistance. If you need software assistance, call the support line directly and not the individual who last assisted you or the Operator or Sales extensions. Individuals such as Beth, Cherrie and Hannah have varying office hours and may be working out of the office. Leaving messages on their voice mails may result in your call not being answered or returned promptly.

When calls are made to the Operator and/or Sales staff for software support you will be directed to the support extension. Press 3 to get the support department directly from the main greeting.

COOL Labeling

Datatech software packages including The Shipper's Office, The Broker's Office and Food Processor Accounting have been updated with the COOL (County of Origin Labeling) requirements, including the County of Origin appearing on all sales, shipping and accounting documents.

If you would like more information on these software packages please call Hannah at ext. 101.

Ag News

New Form I-9

The U.S. Citizen and Immigration Services have issued a New I-9 Form which employers are to use effective July 1st. Any employees hired after July 1st should fill out the new form (the only change is a new expiration date of 06/30/09). Civil penalties could be assessed for not using the new form. The form can be downloaded from <http://www.uscis.gov/files/form/I-9.pdf>.

New Passport Card allowed for I-9 documentation

The new U.S. Passport card is in production. This card is less expensive than a full passport and is a valid passport for ground travel for U.S. citizens to Canada, Mexico, the Caribbean and Mexico. It can't be used for international air travel.

The U.S. Citizen and Immigration Services announced August 8th that this passport card may be used in the Employment Eligibility Verification (Form I-9) process and accepted by employers participating in the E-Verify program.

Additional cautions for SSN no-match cases

Besides the SSA issuing SSN No-Match letters, an employer may have situations come up that arouse suspicion about whether an employee is eligible to work. This may include a garnishment notice or unemployment inquiry for a social security number in your payroll files, but whose name does not match that record.

The Department of Homeland Security can prosecute employers for knowingly continuing to employ a work-ineligible person. The DHS applies a "constructive knowledge" concept to determine whether the employer is negligent. An employer must take reasonable steps to re-verify the work eligibility or resolve the discrepancy of an employee whose eligibility comes into question, whether the issue arises from the SSA or another agency.

Shade Requirements



Even though the heat of the summer is over, it is a good idea to review your heat illness prevention policies for next year. The Cal/OSHA inspections this summer have raised several questions regarding the amount and type of shade that an employer must provide.

There should always be enough shade available for the number of employees seeking it. This does not have to be enough shade to fit all employees at one time. However, when the weather is hotter, there will be more employees needing shade at the same time.

The shade must also be in close proximity, or 50-100 yards to the work activity. The hotter and more humid it is, the closer the shade should be. This is to ensure that the employee can get to the shade and cool down before they begin to have heat illness symptoms.

Trees with a dense canopy where employees can rest comfortably qualify as shade. Grapevines do not qualify as shade. Inspectors have told growers that the shade should be sufficient to prevent a shadow.

If there is no natural shade an employer must provide artificial shade. The shade must be set up and ready should an employee need it. Having an umbrella available, but not erected does not comply with the standard.

Update on Meal Periods

The California Court of Appeals issued a decision in the case of Brinker Restaurant Corp. v. Superior Court of San Diego County regarding rules on rest and meal periods.

The court stated that employers must make rest and meals available to non-exempt employees and they may not "impede, discourage or dissuade" employees from taking meal & rest periods, however they don't have to ensure the employee actually takes them. The rest periods "insofar as practicable shall be in the middle of each work period."

The court also stated the rest & meal period claims require individual examination as to why the employee didn't take the period and so such claims are not amendable to class action status.

Employers are not required to provide meal periods for every five hours worked. They must make them available to employees who work more than five hours, unless the total work period for the day is six hours or less and both the employee and the employer mutually consent to waive the meal period. A second 30 minute meal period must be made available to employees working more than 10 hours, unless the total hours per day is less than 12 hours and the employee and the employer mutually agree to waive the meal period.

This decision will most likely be appealed to the California Supreme Court. However, since it is still possible for an employee to claim they were prevented from taking a rest or meal period, it is still a good idea to have the employee sign a written waiver anytime the employee waives a meal period.

Sources: FELS Newsletter Vol.37 No.6 July 2008 & No. 7 August 2008

Upcoming New Features for Datatech Accounting Software

Custom Payroll Check Stub Printing

The Custom Payroll Check Stub Printing will allow you to select what columns appear on your check stubs. For example, Labor Contractor companies may want to remove the Grower and Field names from the Check Stub, while leaving the Job. You will also be able to select whether the ID or the Description prints for the Grower, Field and Job.

Additional Employee Miscellaneous Deductions

The Miscellaneous Deduction entry in the Employee file has been expanded to handle up to 10 deductions. The Recap page on the Batch Check Entry window now lists the miscellaneous deductions in a table.

Cash Basis Financial Reports

An option has been added to the Balance Sheet and Profit or Loss reports to print these reports on a cash basis. This option will enable back off accruals for unpaid invoices in both the Accounts Payable and Accounts Receivable modules.

Employee File Enhancements

During the employee entry you may now press the Ctrl key and the / key to have the program automatically assign a temporary S.S. # to the employee. This is faster than using the mouse to click on the ? button.

The Employee Quick Entry window now has a State for UI field, so you can use the Quick Entry if you have employees in multiple states. The changes to the Employee Entry are now available by using your "Check for Updates" option.

Menus Reorganized

Starting with Version 5.0, some menus will be reorganized. This has been done to eliminate menus that are more than two levels deep. For example, the Daily Payroll option is now located on the main Payroll menu instead of the Check Entry submenu.

The Utilities submenus on Payroll, Payables and Receivables have been split up into a Setup menu (with options like tax rates, deductions, bank accounts, classes, general ledger accounts, terms, etc.) and a Utilities menu (with fix options, utilities, audit reports, etc.).

Also, some menu options may be moved to a more logical location. For example the Pay Rate option is now on the Setup menu instead of the Checks menu, and the Move Check to New Employee option has been moved to the Checks submenu.

More documentation of these changes and others will be included with the Year End Update Release Notes.



Beware of Bogus Flash Player Installs

In August, Adobe warned users against downloading Flash Player updates from sites other than Adobe.com. Hackers are using social networking sites to lure people into downloading malicious software labeled as Adobe Systems' Flash Player.

One micro-blogging site, Twitter, had a video link, that, if clicked, started downloading a supposed Flash Player update. In reality, it installed 10 malware programs that steal bank related information.

Adobe did update their Flash Player several times this year, so users may not be surprised to see another update posting. However, for any software programs, if you see an update notice on a website, you should go to the manufacturers website and download the update directly from its source.

If you would like your system checked for malware, adware or viruses, please contact Hannah or Cherrie to schedule an appointment for James.

Current labor rates are:

In house: \$90 per hour

On-Site: \$105 per hour, plus trip charge depending on location

Time is billed in 1/4 hour increments with a minimum of 1/2 hr.

Now offering Notebooks with 10 key pad

Datatech IT Solutions is now building custom Notebooks that include a 10 key pad on the keyboard. The MSI 163K model includes:

- 15.4" widescreen
- Bluetooth Ready
- DVD-RW
- Webcam
- Card Reader
- Gigabit Ethernet Card
- Modem
- Audio

Processor, RAM, Hard Drive and software components are customized based on your needs. For a quote on a Notebook, please email or call James at james@datatech-it.com or (866) 709-5495.



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.

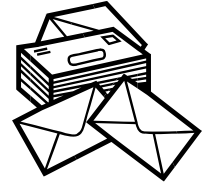
If you are an electronic filer we recommend you use either the 3-Up or 4-Up format on a laser or inkjet printer. When using the 4-Up format you simply remove one copy as your Employer copy. If you choose the 3-Up format you can order a set of 2 per page forms or print a set on blank paper as your copy.

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.