



DataLine

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*A quarterly newsletter for Datatech Customers
Volume 12, Issue 1 Spring 2008*



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DATATECH NEWS

Customer Contact Information Update

Recently we sent all customers a contact information update sheet (via fax, email or mail, depending on our current contact information). Over the years, some customers have changed fax numbers, email addresses and staff, so we'd like to update our database with your current information. If you haven't returned the contact information sheet, please do so. We will be calling all customers who don't return it, so we can make sure our records are up to date.

Having email and fax numbers for customers helps us keep all customers informed of important information and notices of update availability quickly.

Tax Rate Updates

New Federal withholding tables have been released and should be used no later than April 1 (please see page 2 for more information on this tax credit). Program updates with the new tax tables, as well as new features listed on pages 1 & 2, are available now by using your "Check for Updates" option on the Tools menu of your Datatech Accounting Software.

If you don't have Internet access, you can call Datatech Customer Support and request an update on CD-ROM. Or, if you want to start using the new withholding table immediately, you can enter the new rates manually by calling our support department and requesting the tables by fax.

In addition, California has passed increases to personal income taxes, however at the time of printing this newsletter no withholding tables have been released. Datatech will contact California customers by email & fax when the tables are available. (Another reason why we need to update your contact information!)

New Employee

Datatech is happy to announce that Jake Moffat is once again working with Datatech. Jake is helping in the programming and hardware departments.

Office Closed

Datatech's office will be closed on Monday, May 25th and Friday, July 3rd

We want to hear from you

What topics would you like to see in the DataLine Newsletter? Please email your ideas for articles and Frequently Asked Questions to Hannah at: Hannah@DatatechAg.com

New Features

The following enhancements have been added to Datatech software programs. To download the update use the Check for Updates option on your Tools menu or call Datatech's support department for an update on CD.

Daily Payroll Entry Defaults

An additional "Skip" option has been added to the Daily Payroll Defaults. When both "Skip" options are checked, on consecutive entries the program will jump from the Employee Acct # to the Units.

Daily Payroll Report by Time Sheet

A new option "Print Separate Page for Each Time Sheet" was recently added to the Daily Payroll Report by Entry Order. This allowed you to leave the Time Sheet # entry blank and select this option to get all Time Sheets in one process. However, this option will be changed to "Print Sub-Totals by Time Sheet #." The report will still print sub-totals for each Time Sheet #, but continuously without separate pages.

(Continued on page 2)

AG & PAYROLL NEWS

New I-9 Form takes affect April 3rd

The U.S. Citizen and Immigration Services (USCIS) has changed the types of documents employees may present to prove their identity and employment authorization.

Included in the changes:

- Employers will no longer be able to accept expired documents to verify employment authorization on Form I-9.
- Also not accepted are the Temporary Resident Card and older versions of the Employment Authorization Card/Document.
- Added to the "List A Documents" is the new Passport Card (U.S. Citizenship card allowing travel between the U.S., Canada & Mexico).

This rule is to go into effect on April 3rd and the new Form I-9 should be used for any employees hired on or after this date. The form should not be used before April 3rd and the old form should not be used after April 2nd.

To download the new form go to: www.uscis.gov/i-9. Employees may also want to visit www.travel.state.gov to view the passport card to become familiar with it.

Online Employee Training Resources

OSHA now has more than 160 safety training topics on its website www.osha.gov/dts/osta/oshasoft/index.html. The "eTools" include topics such as "Eye and Face Protection", "Safety and Health Management" and "Powered Industrial Trucks."

The National Ag Safety Database (NASD) is also releasing online safety training courses. At this time it has only released one session on Power Take Off (PTO) Safety. The NASD plans on releasing two more over the next year, including one on "interaction of farm machinery and motorists on public roads. The website is www.nasdtraining.org.

"Making Work Pay" Tax Credit Information

Congress has approved and the President has signed new economic recovery legislation, the American Recovery and Reinvestment Act of 2009. Included in this legislation is the "Making Work Pay" tax credit. This credit is calculated at 6.2% of earned income and phases out for taxpayers with adjusted gross income over \$75,000 (single filers) or \$150,000 (married couples filing jointly).

The IRS has implemented the tax credit by adjusting

the federal income tax withholding tables. The new tables will reduce the amount of federal income tax withheld on paychecks, increasing take-home pay. Some employees will not see a change in their net pay. The tax tables do not change for higher-income employees due to the phase out limits. Low-income employees that already do not have federal income tax withheld will also see no change in their take-home pay, but they are eligible to receive the credit when filing their tax return for 2009.

No Match Rule Update

Briefings in the U.S. District court regarding the Department of Homeland Securities (DHS) "no match" rule have started. The plaintiff (AFL-CIO) was to file it's opening brief January with following responses in February. At this time a hearing on the briefs have not been scheduled.

Sources: FELS Newsletter. Vol. 29 No. 12; Vol. 30 No.'s 1 & 2, <http://subscript.bna.com/pic2/hr2pic.nsf/id/BNAP-7MDSPW>

(New Features—Continued from page 1)

Bank Reconciliation

An option to display transactions *After* the Statement Date has been added to the Right Click menu in the Bank Reconciliation window. This allows you to clear a transaction that was posted after the statement date, but cleared on that statement.

Equipment Transaction Report

A report has been added to the Equipment Transaction Entry.

Cash Basis Adjusting Entries

When we added the Cash Basis option to financial reports, we disabled the Cash Basis Adjusting Entries. However, some customers prefer the cash basis adjusting entries, so they can see the journal transactions being created. We have re-enabled this option. However, if you use the Cash Basis Adjusting Entries, don't select the Cash Basis option when printing financial reports after the entries have been generated. If have any questions regarding Cash Basis Reports or generating Cash Basis Adjusting Entries, please call our support department for assistance.

Datatech IT SOLUTIONS

New Product Announcement:



In January Vertical Communications announced a new product in the Wave telephone system series, the Wave IP 500. This compliments the Wave IP 2500 as a good option for smaller offices. Where the IP 2500 is ideally priced for 24-250 phones, the IP 500 is suited for much smaller applications. ***It is cost effective for as small as a 5 phone office and is upgradeable to a maximum of 50. Best of all, the base system price is half that of the IP 2500, making it affordable for small businesses.***

The Wave IP 500 has all the same features and computer integration as the Wave IP 2500, like visual voice mail, detailed call logs, call reporting, voicemail to email and much more. If you are not familiar with the possible cost benefits of computer integration and Voice over IP, send us an email (james@datatech-it.com) or check out our web site (www.datatech-it.com).

The Wave IP 500 compliments and rounds out Datatech IT Solutions phone system offerings. The Vertical SBX IP 320 which has had a lot of success, is designed for small offices, but doesn't have much in the way of computer integration. The Wave IP 2500 is one of the most feature packed phone systems around but was expensive for the small to medium sized office. The new Wave IP 500 is the perfect fit for small to medium offices looking for the latest technology in phone systems.



New Service Tech:

As mentioned earlier in this issue, Datatech has a new employee. Jake is multitasking, working both in our programming department and helping out in the IT services department building computers and making service calls. Previous to Datatech, Jake worked as a project manager for Fresno based telecommunications company, Elecom.

Viruses, Viruses and More Viruses:

Our service department has seen several serious virus infections over the past couple of months. There are rapidly evolving threats that the antivirus companies are just not able to keep up with. Computers are getting infected that have up-to-date virus protection. We have seen infections on systems with Norton/Symantec, MacAfee, AVG and ESET products.

We would like to again recommend that you use safe surfing practices. Below are some recommendations. These practices won't guarantee you won't get infected, but they can certainly help.



Here are some suggestions to protect you:

- ⇒ Keep antivirus software up to date
- ⇒ Visit update.microsoft.com frequently to get Windows updates. (Sometimes even if auto-update is turned on, you may not be getting all critical updates.)
- ⇒ Keep the following programs/add-ons up to date:
 - Adobe Reader (www.adobe.com)
 - Adobe Flash Player (www.adobe.com)
 - Java (www.java.com)
- ⇒ Use Firefox as your browser instead of Internet Explorer, and keep it up to date. It's not immune from getting viruses, but it's historically less vulnerable. (www.getfirefox.com)
- ⇒ Check out www.opendns.com. This is a free service that provides name resolution for your Internet connection. It can block access to websites that may contain viruses and provide content filtering for objectionable material. We have used the service in-house and have been impressed with it. Contact us for more info on this service or to have a Datatech IT employee implement the service for your computer or network.

**Questions or comments on the
Datatech IT Solutions section:
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