

## No more re-keying of hours, receipts and tips! Introducing *PayMaster* POS interfaces, for Micros 2700, Squirrel, POSitouch, and Touch 'N' Serve users.

Do you have a lot of employees, and either a time clock or a point of sale system that's used as a time clock? Think of the time you will save when you don't have to key in hours, receipts and tips in *PayMaster*.

With one of *PayMaster's* interfaces, either a modem or direct cabling, and just a few keystrokes, you can easily transfer your data to *PayMaster's* batch screen, error-free!

Announcing our newest interface — for the Micros 2700.

Creating a good Micros interface was more challenging than most. The Micros 2700 does not have a file that holds totals for hours worked, overtime, tips and receipts. It stores the in/out punches, along with tips and receipts. So, when we created the interface (a map to bring in the information to *PayMaster*), we kept that in mind. We designed it to calculate regular and overtime hours and minutes, by job, from the in/out punches and bring the information into *PayMaster's* batch screen.

Micros 2700

In addition to the Micros 2700 interface, you can get recently completed interfaces for the Squirrel, POSitouch, and Touch 'N' Serve systems.

See page 2 for a complete listing of POS and time clock interfaces to *PayMaster*. An order form and price list are on the insert.

### More new *PayMaster* interfaces

#### Inside

Time clock/POS interfaces to *PayMaster*  
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Interface price list & order form  
Q & A  
Spotlight on University of Maryland  
Time America time clock

#### 1993 W-2s require new *PayMaster* Ver 6.2

##### W-2 DISCOUNT DEADLINE IS SOON.

If you haven't upgraded your program or ordered your W-2s, now's the time to do it.

You save 15% on W-2 forms if your prepaid order is received by September 30. Orders received after December 15 have a 15% surcharge, and availability is **not** guaranteed.

**Remember — only W-2s ordered from us are guaranteed to work with *PayMaster* 6.2.**

## Computer Aid offers *PayMaster* interfaces

from these POS systems:	and from these time clocks:	
♦ Digital Dining **	♦ Amano	♦ SDA
♦ Micros 2700 *	♦ Comtrex	♦ Simplicity
♦ Micros 4700	♦ EASytime	♦ TA 200
♦ NCR 2160	♦ ETPlus	♦ TA 2000
♦ POSitouch *	♦ Kronos	♦ TASC
♦ Squirrel *	♦ Lathem	♦ Techtime (Uniquet)
♦ Touch 'N' Serve *	♦ LMPlus	♦ Tridata (Uniquet)

The software, not the hardware, determines how the interface works. Some time clocks can use more than one software program. For example, the Time America time clock can use TASC, Simplicity, TA 200, or TA 2000 software.

All of these interfaces are programmed in-house by Computer Aid Corporation, so they are guaranteed to work with *PayMaster*.

\* new

\*\* featured in March 1993 BLUE PAGES

## Batch Processing — its many advantages.

**"Using batch, throughput time in *PayMaster* is faster than any other software I've ever used."**

*Grant Beech, Enrolled Agent, Beech & Beech Tax Consultants, San Jose, CA.*

Whether you are processing payroll for 50 employees or 500 employees, batch processing is your best bet for saving time and eliminating errors.

You can process up to 125 employees per screen, entering hours, receipts, and tips for each employee, moving from cell to cell on the batch screen.

With batch format 1, your screen has columns for:

- units for position 1, 2, 3.
- cash, charge receipts; cash, charge tips.
- units for additional income 1, 2.
- holiday, vacation, sick.

6.0 **Xtra** users have two additional columns for amounts of additional income 3 and 4.

If you're bringing information in from a time clock, overtime hours (although not displayed on the batch screen) are brought over for all 3 jobs.

For non-tipped companies, batch format 1 has columns for overtime, miscellaneous units and miscellaneous rate for each position.

Batch format 2 has (instead of separate columns for cash and charge receipts and tips) columns for:

- position 1 overtime, position 2 overtime

- total tips, and total receipts (treated as charge tips and receipts). Cont'd on page 3.

### THE BLUE PAGES

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## BATCH PROCESSING cont'd

On the batch screen, you see information for 20 employees at a time. Scroll back and forth between the left and right batch screens with [Tab] and [Shift][Tab]. Scroll up and down to see all 125 employees with [Page Up] and [Page Down].

More than 125? Press <End> to process the first batch, and the second batch of 125 appears on the screen. After processing all, you can call up the interactive screen (via **make corrections**) for any employee. Here you can make changes or corrections and see their calculated payroll.

Processing batch gives you a lot of flexibility. You choose to bring information in from different sources or to have blank fields in which to enter information:

1. Zeroes. To key in the information yourself, choose zeroes. You'll get blank fields on the batch screen after each employee name.
2. Standard. If your employees work the same number of hours each pay period, enter the hours (units) for each job in the employee's file. Choose standard when processing batch to display those units (which you can change on the batch screen or via "make corrections").
3. Current. Choose current to display each employee's current information. Use this if you forgot to initialize a new employee and already

entered the information for everyone else on the batch screen. Press <End> to process the batch information. Then follow the next steps.

<Esc> back to the main menu to initialize the new employee. Choose CALCULATE (instead of RESUME)/BATCH, and choose CURRENT. The information you entered previously on the batch screen will be there. Also there will be the new employee with blank fields where you can now enter that employee's information.

4. Timekeeper. This is the real time-saver! If you've got one of our time clock/POS interfaces, choose Timekeeper to have *PayMaster* bring the information from your time clock to the computer.

**Note:** Respond *no* to **Add to current?**, unless you are entering information for your biweekly payroll a week at a time.

Before pressing <End> to process the batch, print the batch report by pressing <Alt>+<p> at both the left and right batch screens to double check your figures.

The batch report ("hash" totals) shows what you displayed, entered, or brought in from your time clock for the first batch of 125 employees. And it adds down and across, totalling each column and row, which you can then compare to your input sheet totals.

## Tax law changes

### State minimum wage

- NM Effective 7/1/93, minimum wage is \$4.25. State's work week is reduced to 40 hours, down from 48 hours. Percentage of tip credit is increased to 50%.
- ME Effective 10/1/93, tip credit will be the same as federal (50%).

### State unemployment

Michigan and New Mexico scannable unemployment quarterly reports now available in *PayMaster*. Auto update people will receive program. If you're not on auto update, see insert for upgrade prices.

- CT Taxable wage base \$9,000 effective 1/1/94.
- IA \$13,900 wage base for 1994.
- VA New quarterly report on mag media if 250+ employees, effective 1/1/94.
- WI New quarterly report on mag media if 250+ employees, effective 4/1/93.

### State withholding

- HI Effective 1/1/94, maximum withholding rate increases from 8% to 10%.
- IL The withholding rate scheduled to drop on 7/1/93 will **not** drop. Instead, it will remain at 3%.
- IN Local rate changes.
- MI Local: Muskegon 1% income tax (.5% for non-residents working in the city).
- MT New withholding rate of 6.7% becomes effective 7/1/93. Rate is retroactive to 1/1/93.
- NB Income tax rates are increased retroactive to 1/1/93.
- OH School district taxes for several more localities will be effective 1/1/94.

### Other state changes

- MT Old Fund Liability tax replaces Workers' Compensation tax. New tax (employer's part) is .5% of gross pay. Employer also required to withhold .2% from compensation paid to employee.

#### Alert

At some point, your *PayMaster* data backup will require an additional diskette because of Version 6.0 data files' increased size. Watch the screen when backing up. If it beeps and says **insert diskette 2, 3, etc., do so.**

#### LASER W-2 PRICES

Number of sets	6-part	8-part
120	\$64.92	\$82.50
200	91.58	122.50
300	124.17	171.67
400	160.83	225.00
500	198.33	276.67

Refer to the W-2 order form in the June 1993 BLUE PAGES for shipping costs and sales tax.

#### Reminder — Process end of quarter

Then and only then will your current quarter and next quarter reports contain the correct information. Once you process end of quarter at the end of March, June, and September, you can print reports from "last quarter."

## Q & A

**Q.** Is there a way to print my pre-check register without any select or void checks processed since my last payroll?

**A.** There is now — with the newest release of *PayMaster* (6.01A). If *PayMaster* detects any select or void checks since the last payroll, you'll be asked when you print a pre-check register if you want to include them.

If you're on Auto Update, this will be in the next program upgrade you receive. If you have an urgent need for it, call us.

**Q.** I allocate by hours. Are the units for miscellaneous income (the third field after regular and overtime) used in allocating?

**A.** Yes. *PayMaster* treats these units as hours and uses them in allocating.

**Q.** How do I reprint just some of my checks if the printer chewed them up.

**A.** 1. From the main menu, choose RESUME.  
2. Respond *no* to everything until asked **Print checks?** (Make sure *PayMaster* says, before it gets to this point, that **Files have already been updated.**)  
3. Respond *yes* to **Print checks?**  
4. At the **Employee** prompt, enter the code of the first employee needed.  
5. At the **Starting number** prompt, enter the number of the next check.  
6. **Resume an interrupted run?** *Yes*. Then, the check register will print all of the checks, including the ones that jammed, instead of beginning with the first reprinted check. Then void the jammed checks from the register and print the month-to-date check register for that date.

If you want to print only one check, follow these steps: after you respond *no* to **Print alignment check?** or **Reprint?**, immediately press the space bar to pause after printing the first check. Once **<Pause>** appears in the lower right corner, press **<Esc>** to return to the menu.

**Q.** Do I need to void mangled checks?

**A.** If you do not use the check register — no, you do

not have to void the mangled checks.

If you do use the check register — yes, you want to void them. But void them **only** from the check register, **not** from the pay files. When *PayMaster* asks **Deduct from employee pay files?**, respond *no*.

**Q.** What is the input sheet used for? I just enter my hours from the time cards.

**A.** Many companies have the managers fill out and approve the input sheets, plus run totals across and down. The input sheets are then sent to the person processing payroll, who enters the information on the batch screen. Printing the batch report gives you hash totals to double check against the input sheet totals. See page 3 for an illustration.

**Q.** Where can I get address labels and time card labels that match *PayMaster's* format?

**A.** Address labels, time cards labels, and any other forms you need (checks, W-2 forms, matching window envelopes, Create-A-Check supplies) can be ordered from us. Address labels are \$22 + \$6 shipping per box of 5,000. Time card labels are \$39 + \$8 shipping per box of 10,000. Add \$5 COD if not prepaid, and 4½% sales tax if in VA. Call for order form/price list for other supplies.

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Software Support Hours  
9 am - 6 pm Eastern Time

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Throughout the BLUE PAGES there are references to payroll tax laws and requirements in effect as of the date specified. These references to the laws and the explanations provided are designed to familiarize the employer with said laws, but are not meant to serve either as a legal or accounting opinion, or as any indication that reference to the Internal Revenue Code or Regulations issued thereunder and appropriate administrative or court rulings interpreting same is unnecessary. All persons using this newsletter should look to and rely upon their respective legal counsel and accountants with respect to these laws and requirements.

## User spotlight

**"We couldn't have found a better company. Computer Aid provides total quality support. Everyone has been responsive to our needs."**

When the University of Maryland (UMD) Book Center decided to switch from mechanical to computerized time clocks in 1989, they selected Computer Aid's time & attendance system. The Book Center is a self-supporting department of the UMD College Park campus. It does \$12 million in business each year selling text, technical, and general books; office and school supplies; Terrapin (their sports mascot) clothing; snacks; and other items.

During "rush" — two weeks of heavy business at the start of each semester which are like the last shopping days before Christmas — the Book Center is open from 8 am to 8 pm Monday through Sunday. They supply every book required on campus for both day and night classes for 36,000 students.

To do this, they employ 150 regular and 125 student employees. They fill an additional 60 jobs with temporary employees, who number a lot more than 60 since many of them work only one or two days.

Payroll is very demanding because, although bi-weekly, time sheets have to be accurately completed **each week** by Monday afternoon for the temporary agency and, very importantly, for the state accounting office.

Connie Shaughnessy, Personnel Administrator, and Lorraine DePrima, Associate Director, selected Computer Aid over other companies because:

1. The hardware has battery backup, which means that not only is the information still there when the main power goes out, but the time clocks can continue to be used even with just the battery.
2. The software "is very user friendly."
3. There is local support.

Connie, who has 17 years of experience, initiates all screening and hiring of new employees, and puts them into the payroll system. She says, "We couldn't have found a better company. Computer Aid provides total quality support. Everyone has been responsive to our needs."

Cheryl Coates, who has been with UMD for 28 years, does all the payroll work — getting the information ready and entering it into the State's payroll system. "Before getting Computer Aid's automated system, the Book Center's mechanical clocks added up the total hours, but did not compute overtime or show any of their many kinds of leave. And, if the power went out, which it often does, they couldn't use the time clocks — so times were hand written on the cards. Then, when the employees started punching in again, frequently the clock punches were over the writing. Then you couldn't read the clock punches or the handwritten punches!"

"I love Computer Aid's system. It tells you

everything. Even though I'm eligible for retirement, I'll probably stay because I'm too young to stay home and the system makes my life so pleasant."

Connie Shaughnessy and Cheryl Coates

One of Computer Aid's time clocks is installed in the Book Center and another in the warehouse, off campus. Both have modems and are polled automatically each night by a central computer. The time clock modems are set to answer only between 1:00 am and 3:00 am — allowing the phones to be used as regular telephones during business hours and eliminating the need for separate phone lines.

The clocks have bar code readers, so that photo identification cards can be used. Bar code software generates a bar code with the employee's SSN, which is printed on label paper and applied to the existing card. This saves money and time, because the employees need only one card and one number.

In 1992, the Adele Stamp Union (student union) at the University went onto Computer Aid's time & attendance system. Three more time clocks were added and the Stamp Union's payroll function was merged with the Book Center's. Previously, another payroll clerk did the Stamp Union payroll and Cheryl did the Book Center's. Cheryl says "I'm now preparing payroll for the Book Center's employees **and** the Stamp Union's 200 employees in just one day — **half** the time it used to take me to do just the Book Center payroll."

## **Time America** cont'd from page 8.

You can print reports for current or previous pay periods, by employee name or employee number, for one employee or all.

The time card report, shown in the 40-column format, is designed to replace the old-fashioned punch clock time card. The report is easy to read and shows all punches and totals for the pay period, including tips. The "7:05A" on Tuesday has no impact on the daily total, because the punch is in the grace zone. But, the "7:09A" on Wednesday results in a 15 minute "dock" of the employee's pay.

Supervisors can enter and/or edit employee punches; enter sick, vacation, holiday, personal time, etc.; and set the clock date and time.

TASC automatically adjusts the time for daylight savings time once the flag is set at system installation. And, its internal battery protects data for up to 7 months.

There are no pay period closing procedures to remember. Once the TASC transaction memory is filled, it will automatically write the new transactions over the oldest ones.

Designed to maintain over 4,000 transactions, the Time America time clock will accommodate up to 150 employees on a weekly, bi-weekly, or semi-monthly payroll. You can have up to five schedules, and seven function keys.

It has a standard magnetic strip reader or optional bar code reader.

If you have a PC connected to the time clock, you have other software choices: TA 200, TA 2000 or Simplicity software.

The Time America stand-alone clock with built-in software is \$1,241 (plastic casing) or \$1,408 (metal casing). Modem is \$250. Printer (80 column) is \$350. Add shipping and (VA residents) sales tax.

## **Time Card Report**

## **What a great idea! A stand-alone computerized time clock with optional printer.**

We're really excited about the new Time America time clock that does not have to be connected to a PC. It's a self-contained time and attendance system (has its own computer built-in with TASC software). And, you can get a small printer on which to print reports.

You have the option, with a cable or modem, of communicating to a PC to send the information directly to *PayMaster*.

TASC allows employees to clock in and out, using either the keypad or credit card style badges. Employees can enter tips and do department transfers, and can look up previous punches. When clocking in and out, the time clock will display the

employee's name and weekly accumulated regular and overtime hours. This eliminates the need for the employee to see a paper time card.

If you have a printer, you can allow employees to print a time card for the current pay period. You can also print these reports:

- ◆ Time card
- ◆ Missing punch
- ◆ Hours summary
- ◆ Department
- ◆ Transaction list (details all transactions in the clock chronologically).
- ◆ Who's in
- ◆ Who's not in (of those scheduled).
- ◆ Employee list
- ◆ Policy list (5 separate sets of pay rules)

Cont'd on page 7.



## Order Form for *PayMaster* Interface

Please send me the interface I have <sup>o</sup> d below: <input type="checkbox"/> Check enclosed <input type="checkbox"/> Send COD All orders must be prepaid or COD		Diskette size <input type="checkbox"/> 3½ <input type="checkbox"/> 5¼  <input type="checkbox"/> High density <input type="checkbox"/> Double density	
POS System interfaces \$500 each, unless otherwise noted		Time clock interfaces \$500 each, unless otherwise noted	
Digital Dining	Amano	SDA	
Micros 2700 (\$1,000)	Comtrex	Simplicity	
Micros 4700	EASytime	TA 200	
NCR 2160	ETPlus	TA 2000	
POSitouch	Kronos	TASC	
Squirrel	Lathem	Techtime	
Touch 'N' Serve	LMPlus	Tridata	
		Interface price	\$
		Less 25% discount if on telephone support	-\$
		VA residents add sales tax: 4.5% of price minus discount	\$
		\$5 COD if not prepaid	\$
		Shipping and handling \$15 (Alaska and Hawaii \$20)	\$
		<b>TOTAL</b>	<b>\$</b>
<b>SHIP TO: Contact Name:</b>			
Company			
Street address			
City/state/zip			
Area code/telephone			

<b><i>PayMaster</i> Version 6.2 (for 1993 W-2s) upgrade prices if not on Auto Update</b>	Price to upgrade	If on telephone support
From <i>PayMaster</i> Version 5.6	\$450	\$300
From <i>PayMaster</i> Version 6.0	\$350	\$200
To upgrade to the <b>Xtra</b> version of <i>PayMaster</i> 6.2	Additional \$1,000	Additional \$750
Shipping/handling \$15 (AK & HI \$20). If not prepaid, \$5 COD charge. VA residents add 4.5% sales tax.		
See the July 1992 BLUE PAGES for an order form, or call to have one FAXed or mailed.		

Computer Aid Corporation  
 P.O. Box 1074, Vienna, VA 22183  
 800-327-4AID

September 1993

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## **Point of Sale/Time Clock Interfaces to *PayMaster***

- ✓ Great time-saver
- ✓ Guaranteed to interface to *PayMaster*
- ✓ 25% discount if on telephone support for *PayMaster*

## ***PayMaster* Upgrade Prices for Those not on Auto Update**

PHONE 703/281-7486  
SALES 800/327-4AID  
FAX 703/281-3461

(fold here)

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From:

Place  
postage  
here

Computer Aid Corporation  
P.O. Box 1074  
Vienna, VA 22183

401K special order -- note about

Blue Pages binder -- special gift to support people (maybe auto update). Others can buy.

New 941 form

For Sept blue pages, make room on your hard disk for last year's and end of year processing.

State mag media

We'll print W-2s for you. Order forms but don't have them shipped to you. Call for pricing & scheduling.

Auto Update. If your tax table requirements have changed from last year, let us know. i.e. tax code

September 1993

- 10 -

Tape on all open sides.

Tape on all open sides.

for any of your states. Additional state or local taxes required. Diskette size change.

New users of Version 6.0 -- you must enter your company's state withholding number in the tax tables, so it will print on the W-2s.

Order enough W-2s so you can get them lined up right, plus enough to keep for a couple of years for employees who lose theirs.

INCLUDE w/W-2 orders (see SK's copy of Dec 1992 BP)

Steps to take before printing W-2s:

Make sure your company withholding I.D. is entered on the tax tables. INIT/TAX/STATE/GENERAL. This is what *PayMaster* uses to print the state I.D. on the W-2s.

If you have to make adjustments for third party sick pay, life insurance premiums on the value above \$50,000, personal use of company car, etc., do so before printing the W-2s on plain paper.

Verify that your figures are correct:

1. Print the W-2s on plain paper.
2. Take your four quarterly 941 and make sure the totals add up to the annual totals on the W-2s.
3. Make sure any additional income (life insurance premium, fringe benefits, etc.) appears in the correct box.

Double check your company name, address, etc. federal I.D., state I.D.

42nd W-2 must be last one on page, so always start the first W-2 at the top of the page.

#### **Hard disk almost full?**

Now's the time to clean up your hard disk to make room for processing end of year. You might also want room for your W-2 data if you have to do your first 1994 payroll before printing your 1993 W-2s. Don't wait until the last minute. If you're on support and want help estimating how much room you need or erasing your files, give us a call.

Not on Auto Update? See the price list on the insert for *PayMaster* program upgrade prices.