

Are you using the best time tracking products?

- Using timekeeping products can help the environment by cutting out the paper that has been used in the past!
- By using a timekeeping software, you can cut down your payroll expense by tracking time more precisely!

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April 2010

This Issue

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Relay for Life

Tracking Time!



Time and cost savings make **SwipeClock** or **TimeForce.com** a worthwhile time and attendance consideration, even for “small” businesses. A properly used system can, among other things, eliminate the need for paper time cards and reduce overall tardiness and unnecessary overtime. With new technologies evolving more quickly than ever before, it becomes increasingly important to choose the system with the right options for your needs. BenePAY offers the best combination of *flexible simplicity* and *robust functionality*.

SwipeClock is a great entry-level choice for companies that want to enjoy quick, easy, efficient time and attendance tracking at a low cost. With SwipeClock, employers can access their timekeeping records and reports from any internet-enabled computer.

TimeForce.com is BenePAY’s flagship time and attendance product, allowing employers to access both the online payroll portal Payentry.com and the fully-integrated time keeping system with a single login! Employers may collect, manage and process time from a wide range of affordable hardware, PC or web punch station.

Keep time the Modern Way

If you’re interested in increasing productivity while lowering costs, the return on investment with both SwipeClock and TimeForce is worth your consideration.



Please contact clientservices@BenePAYonline.com with questions on how your business can benefit by using one of these products!

The Helping Hand -

What to do when you hear "I lost my check!"

Has an employee ever approached you and said "I lost my check!" or "I think I washed my check with the laundry, can I get a new one?" We're sure, more often than not; you come across this type of situation. The easiest way to solve the problem is to simply write a check directly to the employee from your general account. But now we need to void the payroll check and reflect the new figures on their year to date (YTD). There are two ways to accomplish this:

1. Call your payroll representative with the specific figures;

Or if you'd like to challenge yourself enter the information through your Payentry.com account by following two easy steps.

STEP 1:

1. Log onto your Payentry.com account.
2. Go to Employee Information and choose the employee that has lost or damaged the check.
3. Go to the Pay History tab within the employee's file. This tab will have a listing of all the checks that have been issued.
4. Find the check that needs to be voided and click on Details on the far right. This will take you to another screen showing you "the check."
5. Make sure that you choose only the **Void Check** option, **NOT** the Void and Reissue.

You have now voided the check and are ready to create a "Manual check" which will reflect the figures on the employee's YTD.

Step 2:

1. To create a Manual Check go to the Main Menu and choose Payroll Entry.
2. In Payroll choose Check Calculator, find the employee that you voided the check for and click on their name.
3. Using the drop down arrow choose the correct earning code and enter the hours or amount of the check that you wrote to the employee.
4. Click on Calculate Check. This will bring you to another screen, scroll down to the 'Save Check' section.
5. Make sure the pay period begin and end dates reflect the pay period in which you're writing the check for. The Bank Account should default to Primary Account and enter the check number. The check number should be the check number you used out of your general account. This check number will be recorded and prompt the system to save the check and reflect the figures into the yearly totals for W2 purposes.
6. Click on Save Check

You have successfully voided a check and recorded the manual check figures for your employee!

Up and Coming for BenePAY



BenePAY is growing everyday!

Right now we are working on getting ourselves up and running on a few of your favorite Social Networking sites! By the next newsletter, you will be able to find us on Facebook and Twitter! You will be able to find contact information, background tidbits, event updates, and the newest in payroll knowledge!



The Auburn Hills office is now off and running!

We are now able to cater to our Detroit neighbors! Our business is expanding every day and we will be able to offer the same stellar level of service to our new East side partners that we have maintained for the West Side! If you know of any business's on either side of the state that can benefit from BenePAY's services like your business has, please have them contact us!



FUTA Tax Credit Reduction

Important Information

Most of us know that the recent recession impacts the ability of workers to find and retain gainful employment. In some cases, it has also increased the cost of doing business. Michigan, in particular, has been impacted by recent changes, and one having a major effect on employers here is the FUTA tax credit reduction.

Employers are required to pay both state and federal unemployment taxes to fund the cost of unemployment benefits to workers at the state level. State unemployment (SUI) taxes are collected as a percentage of wages, the rate of which is assigned to individual businesses according to an "experience" calculation that considers two factors (1) the amount of unemployment benefits against the employer in the past and the (2) ratio of payroll to taxes paid. Higher rates are assigned to employers with greater experience and new employers are given a base rate that can fluctuate the

following year based on the previously mentioned factors. This rating system is designed to account for fluctuations in the state's fund balance, on which benefits are drawn, so that higher unemployment rates result in higher tax amounts and vice versa.

The Federal Unemployment Tax Act (FUTA) is used to fund the state workforce agencies, and provides a fund against which the states can borrow when needed to pay benefits. The FUTA tax is calculated as a flat 6.2% of the first \$7,000 in taxable wages per employee.

The recession has affected Michigan employers' unemployment tax requirements, both at the state and federal level. SUI rates have increased due to rising unemployment, resulting in higher experience rates. Michigan

employers subject to FUTA tax (excludes Indian Tribes, non-profit organizations, and governmental entities) experienced a change in their total tax rate as well effective January 01, 2009. In past years employers received a 5.4% credit reducing their FUTA tax rate from 6.2% to 0.8%. In 2009, the amount of the credit was reduced by 0.3%, and will be reduced an additional 0.3% each succeeding year because the state has outstanding federal loans for two years, and the reduction will continue until the loan is repaid. The government will not release if Michigan will be a credit reduction state yet again this year, until November 2010.

However, if the loan is not repaid, the credit will most certainly be reduced to .06%. That is a net effect of \$42 per employee for tax year 2010. Please keep this in mind throughout the year as those taxes will be due in January of 2011.

For additional information regarding this credit reduction, please visit www.michigan.gov/uia, or call the local experts at BenePAY at 248-364-6502.

Please keep an eye out for more information on how to get your business involved with flex spending in our May Newsletter! If you have any questions about this program or would like more information please contact Erika Gladding at 616-277-5040

BenePAY HR - Flex Spending Accounts

In the corporate world employers offer their employees' benefits, which in most cases the employees take advantage of them. However, a lonesome benefit that a lot of employees do not take advantage of is the flexible spending account or the dependent care flexible spending account; better known as FSA or DCFSFA.

Some of the advantages that these program offer are:

- Significant tax advantages: federal, state and FICA taxes are not paid on funds that you contribute to the plan, which means you can increase the amount of take-home pay.
- The FSA account is prefunded.

- It's an easy way to budget for medical expenses and dependent care for the year.

You do have to remember two things when enrolling in this program:

- It's a use it or lose it program; and Once you enroll for the year you can only make changes to the plan if a significant event occurs; i.e. change in marital status, number of dependents, or employment status.

In the end, the flexible spending account or the dependent care flexible spending accounts work out to **your** advantage. Coming soon, BenePAY will be able to offer the option of flex spending accounts to all of our employees as an additional service.



Easy Money!

\$50

sales@benepayonline.com
Refer BenePAY
Tel: 616-575-8700

Expiration Date: Long time away

Would you like a few extra \$\$\$

Everyone likes to make money. Now is the time for you to get an extra fifty dollars! All you need to do is refer BenePAY. Any referral submitted resulting in a sale will put money back into your pocket! Send an email or give us a call today!

sales@benepayonline.com

Tel: 616-575-8700

Support Team BenePAY!!!

Come support our Relay for Life Team! Or e-mail thetherington@BenePAYonline.com to find out how you can donate to support the cause!!

Relay for Life!

Celebrate.

Remember.

Fight Back.



APRIL 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Schedule of Events

- April 2 - Need all Quarter End Adjustments
- Quarter End Packages will begin shipping the week of April 12th
- May 9- Mothers Day
- May 31—Memorial Day

- The broken pieces of limestone that originally formed the nose of the Great Sphinx are stored in a warehouse in Sicily.

Fun Facts

- Famed Italian explorer Marco Polo never learned how to swim.
- There is no word for "yesterday" in the Eskimo Language.