

The benefits of using the BenePAY Paycard!

Learn more about how to eliminate the hassle of paper checks.

- **Cost savings!**
- **Compliance with wage payment statutes!**
- **Employee access to funds made easier!**

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This Issue

BenePAY Paycards

The Helping Hand

HR Corner

W-4 Importance

Great fact regarding PAYCARDS from BenePAY!

Have you ever asked your client services representative about availability of pay cards through BenePAY?? If not, the following gives you everything you could ever need or want to know about this fabulous method of payment for your employees.

BenePAY Paycards are actual Master Card debit cards that replace the need for paper checks (live checks) to be issued to your employees. The cards are assigned to the employee, distributed for activation by the employee, and payroll is applied as direct deposit every pay date. This method of receiving pay is very appealing to many individuals that may not otherwise pursue direct deposit.

The Benefit of BenePAY Paycards

According to the recent American Payroll Association notification on electronic wage payment, the benefits of electronic wage payment are undeniable. Electronic wage payment saves employers money. Direct deposit and payroll cards eliminate the cost of issuing, processing and distributing paper paychecks, as well as the costs associated with lost and stolen paychecks. Direct deposit and payroll cards also provide employers with a reliable means of complying with strict wage payment statutes even when unforeseen obstacles arise.

Many employers implement electronic wage payment as a benefit to employees who are unable or choose not to participate in direct deposit. Paper paychecks are extremely costly and inconvenient for employees who do not have bank accounts or have limited access to traditional financial services. Unbanked and under banked employees who are issued a branded payroll card (i.e., one bearing the Visa, MasterCard or Discover logo) can walk into any bank or credit union that issues that brand of card and receive their full wages from the teller free of charge. Employees are also provided with unlimited point of sale transactions and can obtain cash back from these transactions, often without a fee.

Making YOUR Payroll Processing Simpler with Paycards

To go along with the many benefits and reasons to implement the paycards, you could easily transition your account to paperless if these cards are utilized as the preferred (only) method of payment to your employees. In doing so, our Employee Self Service is opened to them. If you are not taking advantage of online processing through our PayEntry.com service, you may consider doing this as well!

Please contact clientservices@BenePAYonline.com with questions on



The Helping Hand - Helping Employees Help Themselves

This month's "The Helping Hand" article has been written by Client Conversion Supervisor Tari Hetherington

With the recent legislation that is being considered in Michigan, an employer can choose to require that all net pay disbursements be electronic. We have two ways to accommodate this: Direct Deposit and the BenePAY Paycard. Now I know what you're thinking, "What am I going to do with all of these paper pay stubs that I've been filing away?" We can help you with that! You may already have our basic Employee Self Service product but you might not be aware of all of the capabilities that it has to offer. With this service, an employee has the ability to log in 24/7 and "view" the following information: status and position, deductions, taxes, tax forms, accruals for time off, a company directory and even their pay history....say goodbye to paper statements that need to be distributed!

Your bank reconciliation can even be easier if everyone is using direct deposit or a paycard! They can view by each check date or for a customized period of time. This comes in handy when an employee needs to have a printed history for a specific time period for a bank/car loan etc.

There are also benefits to you, the employer. You could be completely paperless. We would e-mail all of your payroll reports to you after each payroll process. This also saves you the cost of delivery each time and unnecessary hard copy reports. For example: a client that processes weekly with regular UPS Ground delivery would save about \$520.00 a year in delivery charges.

Contact us today for more information or a demonstration of Employee Self Service!



HR Corner - I-9 Facts and Best Practice

Did you know that after November 6, 1986, everyone that you hire needs to complete an I-9 form? This rule was mandated by the Immigration Reform and Control Act of 1986. The I-9 form verifies the employee's identity and right to work in the United States.

To complete the form, the employee should fill out Section 1, and you as the employer should complete Section 2. When the employee has completed Section 1 they should provide you with documents from either List A, B or C. The qualifying documents can be found on the back of the I-9 form. Once you have verified the documents, fill out Section 2 completely and file away.

Many employers tend to keep the employee's paperwork in one folder. However, best practice is to file the I-9 form in a separate file from the personnel, medical, workers comp, or payroll folder.

The reason behind this separate file is that you can avoid additional questions or issues when USCIS (U.S. Citizenship and Immigration Services) sends their representative to audit your files. You do not want to give the rep more information than they are requesting.

I-9 Tips:

1. The form should be completed within 3 business days from the date of hire.
2. The form should be kept for 3 years after the hire date or 1 year after the termination date.

For more information on the I-9 form go to irs.gov or uscis.gov.



Why an Employee's W-4 Should Be On File

When an employee begins working for a company, a Federal, State and local W4 must be completed to have the appropriate taxes deducted from an employee's paycheck each pay period.

Completed W-4's verify the company is deducting the designated amount of tax the employee requested. It is important that the employee has completed a W-4 so the correct tax is taken. If an employer lists a status and an exemption amount for an employee because they believe the employee will claim that information, but a signed W-4 wasn't received, this may cause problems at some point. An employee may not realize the impact of this situation and it may cause the employer to amend reports or returns to correct this issue, which could become costly. Following this procedure safeguards the employer in the event an employee states they had too much or too little deducted from their paycheck.

If an agency decides to perform an audit with your company, they may request to see all W-4's on file to verify the employer has one per active employee. A penalty could be likely if the agency doesn't match an employee to their completed W-4.

Beginning a new year may bring changes for your employees. A good practice to follow at the beginning of a new year is to have each of your employees complete a new W-4. An employee may now have new or more children, become newly married or recently divorced, or various other situations might create a change to their previously listed status or exemptions. If they decide they do not need to make changes, please have them sign and date a new W-4 with the same information. You may allow them to just date and initial the bottom of their existing W-4, but it is good to have a new form. With the updated verification, this will again safeguard the employer from any possible issues with an employee claiming the incorrect tax was or is being deducted for them.

For more information on the I-9 form go to irs.gov or uscis.gov.



Easy Money!

\$50 off



ORGANIZATION NAME

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!

In addition to the extra \$50, you will also receive additional discounts on your existing account per referral :

- 1) For the first closed referral we will lock in your pricing for the next calendar year.
- 2) For the second closed referral we will drop your pricing by 5% for the next calendar year.
- 3) For the third closed referral we will drop your pricing by 10% for the next calendar year.

 **BenePAY**[®]



We'd Like To Hear From You!

This month we would like to ask all of our clients for feedback on what topics you would like to know about!

Each month we send this newsletter out with information in the following areas:

- HR
- Tax
- New Products
- Customer Service Questions

Here at BenePAY we sit down each month and decide what we would like to tell you about in the monthly **BeneTIMES**, but we've never asked you what you would like to know!

Here is your chance!

Please take a bit of time to think about those pressing payroll questions or product inquiries that keep coming up and make a list. Once you have a few things written down pick the one that you come across the most! Then e-mail our Client Services Team with your question and we will do our best to incorporate the answer or the process for that answer in an upcoming volume of the BeneTIMES!


ClientServices@benepayonline.com

Subject: Newsletter Topics

June 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			

July 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

- June 2- Please have all documentation in regards to HIRE Act in by this date.
- June 25 - Deadline for HIRE Act affidavits and COBRA Subsidies.
- June 29 - All Quarter 2 adjustments due.
- July 4 - Fourth of July
- July 5 - All BenePAY offices closed
- July 7-9 Quarter 2 returns will be sent out.

Fun Facts!!!

- On average people fear spiders more than death.
- An earthquake on Dec. 16, 1811 caused parts of the Mississippi River to flow backwards!
- The unemployment rate of Liberia was estimated at 85% in 2003.
- Google's name is a play on the word googol, which refers to the number 1 followed by one hundred zeroes.
- Coca-Cola translated to Chinese means, "To make mouth happy".