# Sage HRMS Newsletter

HOW EASY IS YOUR W-2 PROCESS?
Perhaps It's Time for eFiling and Reporting

With year end quickly approaching, the start of another hectic time of tax filings and W-2 processing is almost upon us. So we thought it would be a good time to take a quick look at Sage Payroll Tax forms and eFiling by Aatrix. It's an optional extension for your Sage HRMS Payroll software that allows you to meet all state and federal reporting and payment requirements electronically - directly from within your system. No paper, no envelopes, no postage, no hassle.

What is Payroll Tax Forms and eFiling?

Sage Payroll Tax Forms saves you time by eliminating the need to create payroll tax reports manually. Reports are automatically pre-populated and completed with data from your Sage HRMS Payroll system. You can then review the information onscreen, make adjustments if necessary, and print to the appropriate tax form.

If you prefer to save even more time and money, then the eFiling service by Aatrix is for you. Once the tax reports are reviewed and approved onscreen, they can be **filed electronically** in a matter of just minutes. So not only does this electronic payroll filing service eliminate the expenses associated with printing and mailing activities, it also ensures 100% compliance by providing a guaranteed delivery method and confirmation for peace of mind. You can electronically file over 250 federal and state forms that are available in the eFiling by Aatrix library.
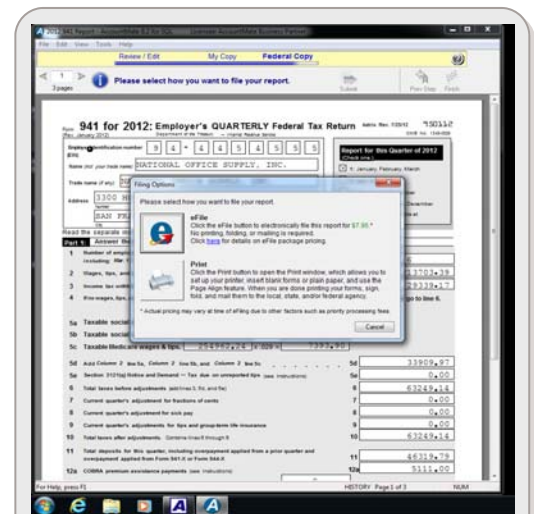
Review tax reports onscreen & send straight from Sage HRMS Payroll electronically.

Simplified W-2 Processing

To reduce the hassle of year end payroll processing, an optional W-2 Processing Service is available that eFiles your federal and state W-2's, and then mails the forms directly to your employees. You'll also eliminate the need to reprint lost forms because your employees can access their W-2's, for multiple years, from a secure website. Simply provide your employees, or ex-employees, with their password and they can access and print W-2's as often as they wish.

Tax forms and filing are available for U.S. federal and state along with Canadian T4, T5018, and ROE requirements.

Need More Information? Contact us to learn more about eFiling and Reporting for Sage HRMS Payroll or visit **efile.aatrix.com** to enroll.

Whether you're processing year end payroll or preparing for HR compliance in 2013, this time of year typically proves to be a busy one for most companies. Here are some tips and information that should help you make a smooth transition into the new year.

Backup Your Data

The first thing you should do before starting *any* year end processing task is to execute a complete backup of your Sage HRMS and payroll data. This point cannot be emphasized enough. You should also **test the back up** to ensure it was successful and that the data is readable. Without a reliable back up, there is no way to restore your system to its original state should you need to undo a significant year end processing mistake. It's also a good idea to make another back up **after** you successfully complete year end processing.

Check & Verify Employee Information

Before you start year end processing, it's good idea to verify the accuracy of employee information to avoid IRS penalties for missing or inaccurate W-2 data. Check to verify that terminated employees display the proper status in your Sage HRMS system and note that you will still need to issue a W-2 for those who worked any time during 2012.

You should also verify that contributions to 401(k), 403(b), or SIMPLE plans have not exceeded allowable IRS limits.

Run Month-End and Quarter-End Reports

Before you can process year end in Sage HRMS Payroll, you'll need to run month-end for December 2012 and prepare any payroll tax deposits that may be due. You'll also need to close out the quarter and prepare quarterly payroll tax Form 941 which will be due January 31, 2013.

HR COMPLIANCE IN 2013
Trends to Watch For

There are a collection of laws and small business tax breaks that are set to change or expire on December 31, 2012. While law makers debate over the best way to handle this conundrum referred to as the "Fiscal Cliff", one thing is certain … change is coming. As we wait for politicians to work things out, here are a few things that HR should keep a close watch on.

Tax Reform - Part of the debate includes tax reform which can potentially impact the tax treatment of employee benefits, including employer-sponsored health and retirement benefits. HR will need to review proposals to change tax policy for employee benefits and consider how these might affect benefits design and costs.

Payroll Tax Holiday - After a 2-year run, the 2% Social Security payroll tax holiday will likely end and the rate will revert back to 6.2% in 2013. Stay tuned for what Congress proposes in place of the payroll tax holiday, potentially including a version of the 2009 Making Work Pay Tax Credit.

Health Care Reform - With the reelection of President Obama and continuation of the Patient Protection and Affordable Care Act (PPACA), HR should prepare for new healthcare reform-related mandates and a bit more uncertainty about costs and compliance in 2013.

Webcast: Compliance in 2013 - Are You Ready?

Sage is sponsoring a live, one-hour webcast that provides an overview of critical compliance issues for 2013 and beyond. Click here for more detail or Contact Us if you'd like to register for the webcast on **January 29, 2013**.

ADSS Global
www.ADSSGlobal.net

CONTACT US …

CORPORATE OFFICES IN: Exton, PA and Miami, FL | (866) 408-0800 | info@adssglobal.net | www.ADSSGlobal.net

REMOTE OFFICES: Visit **http://www.adssglobal.net/locations.html** for All Other U.S. and International Offices