



Dresser & Associates

HR, Payroll & Talent Management Solutions

December 2014

Newsletter for Sage HRMS

In the news...

Sage has announced the acquisition of PayChoice, a leading provider of payroll solutions for small and medium-sized businesses (SMBs). Now to be known as Sage Payroll Solutions, the company offers intuitive payroll processing services on several levels, giving Sage customers more choices in how they process payroll. The solution can create peace of mind for SMBs with easy to use online payroll solutions and seamlessly integrated services. [Contact us](#) with your questions about this newest offering.

A Few Year-End Reminders

Year end is just around the corner, and with it the need to produce all the additional reports and forms required for payroll. Sage publishes a comprehensive year-end guide for Sage HRMS to help you remember all the necessary steps. Look for the updated guide on the Customer Portal about mid-December.

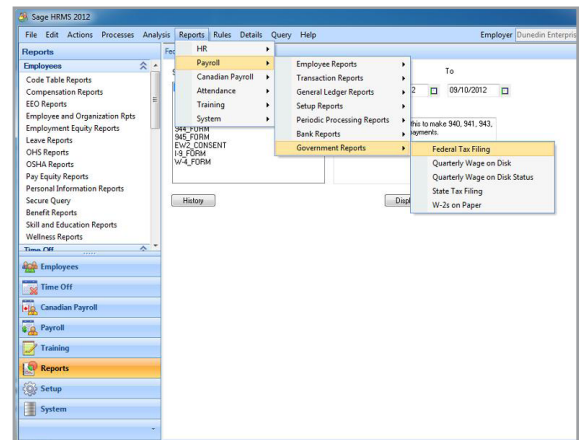
Payroll Tax Forms And E-Filing

Sage Payroll Tax Forms and eFiling by Aatrix is a service that has been included with Sage HRMS Payroll since 2012. The service provides updated reports and forms at no cost and enables you to fill out and file tax forms electronically for a small fee.

To use tax forms with Sage Payroll Tax Forms and eFiling by Aatrix, open one of the tax forms available in Federal Tax Filing or State Tax Filing from *Payroll > Government Reports*.

Sage Payroll Tax Forms and eFiling by Aatrix is easy to use and saves you time by eliminating the need to create reports manually. Reports are automatically completed, reviewed, and edited on screen, then electronically filed in minutes for processing. This service insures 100

percent compliance and eliminates many filing expenses associated with printing and mailing activities. You can rest assured knowing your files are protected using multiple levels of security.



You can choose from several levels of service for W-2 filing. The complete W-2 eFile service is just \$1.95 per employee, and includes:

- W-2s eFiled to the appropriate State and Federal agencies.
- Employee Copies printed and mailed to your employees and also posted to a secure website for immediate access.

For a detailed overview and a price structure of the Sage Payroll Tax Forms and eFiling by Aatrix options, [click here](#).

A Few Year End Reminders

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Applying Sage Abra Suite Product Updates

You can apply the Product Update as soon as it is available. The tax changes that are included have an effective date, and so will not be used by the system until you are processing after the effective date.

Product Updates should be applied before processing Trial Quarter Close, and should not be applied when a payroll or quarter end process

has been started but not completed. This is important to avoid duplicate Unemployment (UI) gross earnings.

Before applying the update, complete all payroll processes, including:

- Final Payroll and Final Quarter Close should show complete.
- Check Printing, Direct Deposit Advices, and ACH File Creation should say complete or not applicable.

- If any process other than Trial Payroll or Trial Quarter Close says not complete that process should be run before applying the Product Update.

Please call us if you need assistance. ☆

Cloud Services From Sage - Free To You

By adding cloud services that integrate to your Sage HRMS solution, Sage enables your organization to take advantage of the cloud while preserving your investment in your on-premise software. These cloud services, delivered on the Sage Source platform, are available to your company at no additional cost with your Sage Business Care plan. Here are a few highlights of the cloud services available.

Pay History

Empower and engage your employees by providing them with access to view summary level electronic pay history information with the Pay History service.

Employee Profile

Empower and engage employees and managers by providing them with access to their profile data and standard dashboards. Employees can view their paid time off balances, including vacation, sick, and personal

days, and managers can view current performance ratings for their employees.

Payroll Self Service

Improve accuracy, reduce the frequency of mistakes, and decrease the amount of time you spend dealing with routine employee requests related to payroll with Payroll Self Service.

At the same time empower and engage your employees by allowing them the option to view or edit current W-4 and direct deposit information as well as view a detailed pay statement.

Company Directory

Improve company communication by enabling your employees to search for a contact within the organization with the Company Directory service. Linked to your Sage HRMS solution, the information in the directory matches the employee information



you have in your HR database and is always up-to-date.

To register for Sage Source [follow this link](#), or give us a call for a demonstration. ☆

Sage Is Coming To A City Near You

Sage has launched the 2015 Inspire Tour. These one-day conferences held in cities throughout North America have been designed to help you get the most from your Sage products and offer solutions to business challenges. You will hear from business leaders and Sage experts about gathering and using actionable data, using new tools that can improve customer service

and loyalty, and what's in planning for Sage products in 2015.

Upcoming locations include:

- San Francisco December 11, 2014
- Seattle, WA February 10, 2015
- Vancouver, BC February 12, 2015
- Houston, TX March 10, 2015
- Charlotte, NC March 12, 2015

The tour will also be going to San Juan, PR, Chicago, IL, Cleveland, OH, New York, NY, Toronto, ON, and Montreal, QC later in the year.

[Click here](#) for more information. ☆

Meet Our Newest Team Members

We are pleased to welcome two new team members to Dresser & Associates. Please meet Christine Bishop and Lauren Tuttle.

Christine Bishop is our new Director of Sales and Business Development. She brings 20 years of experience in business-to-business sales and sales management to the position. Most recently Christine worked for McBee Systems, a division of NEBS, Inc. where she managed 12 sales reps. Prior to that, Christine worked for Deluxe Corp. as a Client Loyalty

Consultant for the company's National Account Division. A Maine native, Christine graduated from the University of Central Florida, and also lived in Pittsburgh for a time. "I have a real passion for working with people and solving business problems," says Christine. "Dresser & Associates shares that passion, so I'm truly enjoying my new position."

Lauren Tuttle joins us as our new Marketing and Business Coordinator. She is a recent graduate of the University of Maine, with a degree in Business Administration

and Marketing. While at UMaine, Lauren worked on the school's chapter page of the online magazine, *HerCampus*. Lauren grew up and continues to reside in Portland. "I'm excited to be applying my education and experiences in my new position, as well as learning new skills," she says.

We know you'll enjoy working with both Christine and Lauren. Introduce yourself next time you call! ☆

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