

Cheri Eccles

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Issue: 1st Quarter

March 2010

Message from our CEO

Steve Sarowitz



The last year has been difficult for many American businesses. Over the last 2 months, we are seeing a slowdown in the year-over-year employment decline from our existing client base, which is great news for all of us. I certainly hope that this trend continues and will give you an update again next quarter.

I would like to thank all of our clients for helping Paylocity continue to grow through these challenging times. By trimming non-employee costs and increasing sales, we have been able to continue hiring and are now up to 260 employees in 22 states. Our sales force just won a prestigious Stevie Award as the Best Sales Force in the nation in our category. We had a record sales month in January and are opening up several new sales markets this quarter, including Baltimore, Jacksonville, St Louis and San Antonio. We now have salespeople in over 20 metropolitan areas and our goal is to have a sales presence in virtually every major U.S. market within the next 5 years.

On the software development side, we are working on several improvements which will positively affect the performance and long-term scalability of WebPay. In addition, we will be

enhancing our HR functionality this year, including the ability to more easily track and report effective dating across a far wider array of fields. We are also working on implementing more comprehensive workflow architecture, which will be integrated into several new HR features in the future.

Our time and attendance division is also growing rapidly. Last year, we took a major step forward by introducing single sign-on integration between WebPay and Web Time, our web-based time and attendance solution. Many of our clients made helpful suggestions as to how we can further improve Web Time and we took those suggestions to heart, making a strategic decision late last year to dramatically increase our investment in Web Time. We have since tripled the resources devoted to developing and supporting the product. Our goal is to greatly improve Web Time by building several new features within the next 12 to 24 months. Long term, we will gradually better tightly couple Web Time and WebPay until they essentially are modules of a single product.

Steve Narowitz

How do I...?

Q. What is a W-2c Corrected Wage and Tax Statement?

On occasion reported wages, compensation and other taxable income may be incorrect. When errors occur on a previously filed W-2 form, the employer must correct them by filing a form W-2C, corrected wage and tax statement. As the W-2C affects future benefits for an individual, it should be prepared carefully.



The correcting W-2C form must be given to the employee for use in his or her filing or amending personal returns and be given to all affected agencies.

To correct Form W-2 errors, the IRS revised Form W-2C in February and introduced a new form; the 941-X, Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund, to replace the Form 941-C, Supporting Statement to Correct Information. These new forms have improved the corrections process and made it easier for payroll departments.

Detailed instruction and forms are provided on the IRS website at www.irs.gov. Electronic filing of form W-2C is preferred. For information on how to file electronically, go to the Social

Security Administration website at www.socialsecurity.gov/employer.

As a Paylocity tax filing client, Paylocity prepares the employee W-2C and files the amendment on your behalf. Please notify Client Services if you encounter this situation and we will assist you with the process.

Employee Spotlight

Braun Reyes

You never know what life has in store for you. After working in customer service to help support himself while receiving his bachelor degree in marketing and master's degree in education, Braun Reyes decided customer support was his true calling and came to Paylocity.



"I'm self taught in terms of my computer savvy, says Braun but working in Paylocity support has taught me even more. For instance, I never knew SQL before but now I'm an intermediate user. That's pretty cool. It's my favorite thing about working here actually, the fact that everyone is willing to show you what you need to learn. They take the initiative to teach you here."

Being a quick study has benefited Braun, resulting in his promotion from our Client Serviced department to our Client Services Technical Support team. Paylocity Technical Support is our Tier II client support team, specializing in technical inquiries for existing clients as well as handling complex projects such as standard 401k matches, accruals and security role set ups. "We still have lots of client contact which I also enjoy, says Braun. The difference with the Tier II support team is we are helping clients with technical issues."

Braun must really like his work as well as take pleasure in helping others because he has received 6 Orppie awards (Paylocity's employee recognition program) thus far this quarter alone. Says manager Jema Guzon, "Braun has been an outstanding member of our organization since November 2008. He has made great strides since joining Support by learning quickly, coaching his peers, and his ability to handle some of the most complicated issues is admirable. Braun is a lot of fun to work with and is a major asset to the Support Team."

Way to go Braun!

Stevie Award Winner

Sales Department of the Year

Paylocity has been named *Sales Department of the Year* by the prestigious Stevie Awards.

"We are honored to be named as winner in the Sales Department of the Year category, says Michael Haske, VP of Sales & Marketing for Paylocity. We had some stiff competition and were honored just to be nominated amongst them. That said...our talented, hard working sales staff enabled us to grow our sales revenue by 200% over the last two years, despite the worst economic climate in decades."



Esteemed finalists in the same category included: Nu Skin Enterprises, PetRays Veterinary Telemedicine Consultants, USANA Health Sciences and Xerox.

Says Steve Beauchamp, Paylocity President, "We are very proud of our sales organization and their accomplishments this past year. It's the winning combination of our sales team, unparalleled customer service, and one of a kind Software-as-a-Service application that allowed Paylocity to reach new heights in 2009 and beyond. This Stevie award is an honor our entire organization shares in receiving."

New 2010 HR Regulations

Tips to Comply

A number of employment related laws were recently passed and new rules issued. While the landscape of our relationship with employees has not dramatically changed, there are a number of initiatives you can take within your organization to ensure compliance;

Family Medical Leave Act (FMLA) - The act was amended twice in 2009 and now provides generous benefits for military families in addition to great responsibility on the part of the employer to provide FMLA leave.

- Create a written form by which employees will request leave. This will help clarify the date on which the time begins for notice.
- Understand and use the new forms provided by the Department of Labor which include the provision for military leave.

American with Disabilities Amendment Act - The ADA has been amended to encompass a much broader range of disabilities. We anticipate more employees will be able to request

reasonable accommodations under this new amendment.

- Review all job descriptions. Verify the essential functions and physical requirements of the job are included and valid for each position.
- Understand the relationship between the FMLA, Workers Compensation and the ADA to be sure you are offering employees their rights under the law.
- Create a written document and medical reply form for ADA requests.

Fair Pay Act - This act was the first signed by President Obama. The Fair Pay Act now allows employees to question a pay issue 180 days from any paycheck they receive that contains that issue.

- Consider one annual review date for your organization to ensure peers are judged equally.
- Maintain supervisor notes for an entire department including the logic for salary increases for each employee, separate from the review.

While these are the three major legal changes and suggestions, we also see a dramatic increase in compliance across the employment arena. You can audit your own department by ensuring:

- I-9's are complete and old I-9's are purged
- Exempt/Non-exempt status is properly followed
- Fair Labor Standards Act is followed properly

The government has made a point of announcing the increased enforcement of employment laws. The fines are generally easy to justify and in a range that organizations will pay to comply. We encourage you to be proactive and take steps to show any enforcement officer that you have tried to comply with the best of your ability. This often goes a long way when negotiating a settlement.

HRAdvantage is a key resource for Paylocity clients in the Human Resource arena. Feel free to reach out to Lori Kleiman, SPHR (lori.kleiman@hradv.com) and her team at 847.904.1250.

Human Resource Updates

HR Alerts

HIPAA Rules Extend to Business Associates

Effective February 17, 2010, certain HIPAA security provisions will apply directly to business associates in a similar extent to covered entities. Additionally, the HIPAA Privacy Rule will contain an expanded right to request restrictions on the use or disclosure of protected health information.

The U.S. DOL Updates COBRA Model Notices
The U.S. Department of Labor has published new Model Notices that reflect the COBRA subsidy extension under the Department of Defense Appropriations Act of 2010.

If you would like to feature your company in our "Client Spotlight" section or have any comments or questions about "Paylocity News" please feel free to reach me at ceccles@paylocity.com.

Sincerely,



Cheri Eccles
Marketing Manager
Paylocity Corporation



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