



703 N. Main Street  
 Suite C  
 Summerville, SC 29485  
 Phone: 843-851-2289  
 Fax: 843-871-8511  
 support@aappayroll.com

## Newsletter

## August 2009

### SAS 70 Certification

We are pleased to announce that American Automated Payroll recently completed a **Type 1 SAS 70 Audit**. The audit was performed by an independent auditing firm and was completed in February of this year. The scope of the audit included all AAP's day-to-day operations ranging from the receipt of information through the sending of taxes and everything in between. As a privately held company, AAP is not required to submit itself to an audit of this detail, but we did so willingly.

"As a payroll provider recognized for our integrity, it is critical for American Automated Payroll to have effective controls and the highest standards in place so that our clients are confident we have implemented state-of-the-art security measures to protect their data."

"The completion of the SAS 70 Audit distinguishes American Automated Payroll as a leader in the industry with our commitment to provide the highest level of service to our clients."

### Human Resources Support Center

Need HR Help? AAP has the answer. Click on our Website today at [www.aappayroll.net](http://www.aappayroll.net) and you can have access to professional HR advisors and countless HR and Operational forms and documentation. Including, but not limited to:

- |   |                              |
|---|------------------------------|
| <b>Employee Handbooks</b>               | <b>Job Descriptions</b>      |
| <b>Policy Library</b>                   | <b>HR Best Practices</b>     |
| <b>State and Federal Laws</b>           | <b>HR Resource Center</b>    |
| <b>HR Forms, Checklists, and Guides</b> | <b>HR Monthly Newsletter</b> |

Protect yourself and your employees by clicking on the "HR-Answer-Link" tab on our website at [www.aappayroll.net](http://www.aappayroll.net). Please keep a lookout in your payroll packets and on website for more details on this service, including pricing and upgrading to HR On-Demand

### Instant & Affordable Background Searches

We're excited to announce that effective August 1, 2009, we can now offer instant and affordable background searches through our partnership with National Crime Search (NCS). Accessed through our website at [www.aappayroll.net](http://www.aappayroll.net) we can now provide you with complete employment and tenant screening solutions. Our partnership provides you with secure and affordable access to a web-based national criminal and sex offender directory that includes over 507 million criminal records covering all 50 states plus the District of Columbia, Guam, and Puerto Rico. AAP in cooperation with NCS is committed to providing a high quality, low cost, complete solution tailored to meet your criminal background search needs. Our system is fast and easy to use allowing for immediate results. Call us today for more details or go to our website at [www.aappayroll.net](http://www.aappayroll.net).

### E-Verify

Effective July 1, 2009, South Carolina Law requires all employers with 100 or more employees to use E-Verify, or employ workers who possess a valid driver's license or an identification card issued by the State of South Carolina. E-Verify can protect you from criminal penalties that could arise if you employ someone with an invalid driver's license or state issued ID card.

AAP is pleased to inform you that we are registered to perform employment eligibility checks on behalf of our clients using the E-Verify system.

Call today for more details.

### AAP Employees of the Month

**Theresa Barnes**  
**Rosanna Farrell**

### AAP Employee for the Quarter

**Theresa Barnes**

### Payroll Submission Guidelines for Escrow & Direct Deposit Accounts

Due to AAP	For Check Date
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

### AAP Contacts

#### Payroll Manager

Ashley Bond, FPC

#### Customer Service

Theresa Barnes  
 Rosanna Bustamante  
 Shelley Ward

#### Tech Support

Steven Fish  
 Gina DeGeorge  
 Nydia Shelton

#### Accounting

Lisa Burnett

#### Tax Pay & File

Tracy Fish, CPP  
 Laurie Portillo

#### Business Development

Robert Hull  
 Peter Insabella  
 Kelly LeCouter  
 Roger Martinez

#### Payroll Supervisors

Sommer Judy, FPC  
 Jennifer Smart

#### Production

Rosanna Farrell  
 Donna Canady