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Business Spotlight

Welcome back Sewee Family Medicine!

AAP Employee of the Year

Kelly LeCouter

Kelly has been with AAP since August 2008 and has consistently generated top sales for 2009.

Congratulations, and thank you for the dedication and hard work put forth this past year.

AAP Employee of the Month

Gina DeGeorge

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

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

IRS Requires Resubmission of Form W-4 for Exempt Employees for 2010

For employees claiming an exempt status for 2009 and who wish to continue for 2010, a new W-4 Form must be completed and submitted on or before February 16th, 2010.

“Those employees should complete only Boxes 1, 2, 3, 4, and 7 and sign the form to validate it. Individuals may not claim exempt status in 2010 if (1) their income exceeds \$950 (unchanged from 2009) and includes more than \$300 (also unchanged) of unearned income (e.g., interest and dividends) and (2) they can be claimed as a dependent on another person's tax return. If an employee whose exemption expires on February 16 does not file a new form, withhold as if the employee were single claiming no withholding allowances until he/she submits a new Form W-4.”

*Information compliments of The American Payroll Association

Planned Audits Target Form 1099 Worker Status

Random IRS auditing of 6000 companies, ranging in industry and size, will begin to take place in February 2010. Particularly, the IRS will be verifying work status for independent contractors being paid by through 1099 Forms. The audits are expected to be extensive and could conclude with deep fines and/or back taxes being owed. It is vital to understand the difference between an independent contractor and an employee in order to remain within the compliancy standards of the IRS.

For those clients utilizing HR Answerlink or HR On Demand through the AAP website, you can find out more information on 1099 contractors versus standard employees. If you are not currently enrolled in this service, please see the article below to find out how HR Answerlink can be a valuable and affordable resource for your company.

Affordable Human Resource Tools Through AAP

Every company deals with some level of Human Resource Management on a daily basis, but not every company can afford a pricey piece of HR software or the services of a HR company. AAP has not only a convenient, but affordable resources available for clients of any size and nature of business.

HR Answerlink is a search site accessible through the AAP web home page. Research any HR topic to ensure compliance, download templates for handbooks and letters, print employee forms, such as I-9s, W-4s, etc. You can even set up news alerts specific to your business or interests.

HR On Demand is the upgrade solution to HR Answerlink. You still have the benefit of the web-based searching, but you also have access to a human contact that will respond to your HR inquiry immediately or within one (1) business day. As well, the information provided and followed in accordance indemnifies you and your company, an invaluable tool when dealing with questionable situations that arise.

The **HR Module** is an application available through AAP's payroll platform, Evolution. It stores and monitors employee as well as applicant information. Track equipment distribution, license renewals, performance reviews and documentations, benefit participation, and so much more. It can be installed in addition to your remote payroll processing functions or separately, for privacy purposes if these two departments work independently of each other. For those not on remote access, the HR Module can be set up as an independent application.

Please visit our website at www.aappayroll.net to take an online demo of HR Answerlink and HR On Demand. For more information on how the HR Module can work for you, contact Donna Bond at 843-851-2289 or dbond@aappayroll.com to schedule a demo.

AAP Contacts

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