



Monthly Newsletter

W2 and W3 Approval Received!

We received word today from the Social Security Administration that our laser-printed W2 and W3 forms have been approved. What does this mean to you? Well, you'll no longer need to purchase stock W2 forms. And you won't need to transfer the information produced by the W3 report to the SSA-issued W3. We hope this is great news to you all!

According to the IRS publication 1141, you will need to either (1) purchase 4-up perforated paper (in other words, 8-1/2" X 11" paper that is equally divided into 4 squares); or (2) you will need to cut the forms with either scissors or a paper cutter. The employee is **not** allowed to cut their own form; you must give the forms to the employee already cut – but *only* if you have opted to use non-perforated paper. If you need further information or have any questions, please call us.

Updates

Just to keep you up to date, there have been a number of updates lately. In case you've lost track, the most current version is 6030 and it's available on our website under the Support link.

Cogitate and Windows

The world is quickly moving to 64-bit Windows, and Cogitate won't let you be left behind! We're currently getting our installation programs to support the 64-bit world. Our regular products already run on 64-bit and we're creating programs that will take advantage of 64-bit technology.

Positive Pay

Cogitate is nearing the completion of a new program called "Positive Pay." The idea is to provide the bank with a list of checks including the account number, check number, date, amount and payee. Then when a check is deposited or cashed, the bank will have another way to verify that the amount is correct thus eliminating errors or chances of fraud.

Positive Pay produces a simple text file that can be sent to the bank. It can include payroll checks, deductions checks and vendor checks. The file can be emailed to the bank and they can incorporate it into their check clearing systems.

This program will be available with the next build of HMS/MMS.

Comp Time

The latest versions of HMS and MMS now include a means for accurately and easily tracking comp time earned by your employees. The time is tracked using a "bank account" that the employee adds into and withdraws from via the Payroll Post program. Check the new documentation file to read about this enhancement.

Project Management Software (PMS)

Cogitate has entered into an agreement with the Saginaw County Road Commission to develop a highway project tracking module that's tied into HMS. If you're interest in more information, contact George at 888-558-5179.

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