

Automation: A Key Factor in Helping Businesses Grow Client Profile: Walther Farms

Walther Farms is a 3rd generation family owned business headquartered in the Southwest region of Michigan. Beginning in the 1940's, the company expanded from a few vegetable acres of backyard hobby farming, to what has now become over 8,000 acres of commercial and seed potatoes grown throughout the United States for the potato chip and fresh table stock markets.

Before coming onboard with *IOI*, much of Walther Farms' record keeping and payroll processing was done manually. It was suggested by their HR consultant that these functions should be outsourced and someone recommended *IOI*.

Walther Farms has many levels of employee management needs, with tax filing in several states and a work force that fluctuates with the seasons. According to Sue Hoekwater, their local *IOI* representative, "Walther Farms is the perfect client, and we're excited at how *IOI* could automate their payroll processes, making their work load easier as this family business grows".

A huge benefit has been the integration of the General Ledger and automating such services as labor distribution, accruals and court-ordered deductions. Tammy Kablitz, HR Administrator, appreciates being able to access her information and reports online, minimizing the amount of paperwork received each month. "Our switch to *IOI* has streamlined our payroll process reducing the time and effort

spent between myself and our Controller each month. We now have an efficient manner to pull together accurate data for internal and external reporting."

While the people at Walther Farms value *IOI's* capabilities to automate so many of their payroll-related operations, it's the personal customer service that makes a difference. With special situations, *IOI's* processes are able to separate checks and send anywhere needed, eliminating this administrative burden from Tammy's desk!

Automating Walther Farms' business services and payroll through a secure, web-based platform allows them more time to focus on their business and reach out to the community, including visits with the students at Michigan State University to introduce them to job opportunities, sharing information and education about Walther Farms.



Tammy Kablitz, HR Administrator for Walther Farms.

Tammy was quick to observe, "Walther Farms takes great pride in serving our people, community, customers and environment. Working with *IOI* has been a very positive experience. We have streamlined our payroll processes and implemented HRIS and Time & Attendance Systems." @



Notes from the President

Employer Services

IOI is excited to offer multiple Employer Services!



“Solving and Evolving with You”

Our featured client for this edition, Walther Farms, highlights the direction of many top performing businesses as it relates to payroll and employer services. Automating services creates efficiencies through the integration of primary business systems. In turn, this automation streamlines your work flow, taking

advantage of complete, online solutions for consolidating data which reduces the need for paper.

IOI continues to participate in emerging technologies, delivering features to our clients that can directly contribute to an improved return on investment.

Solutions including Work Opportunity Tax Credits (WOTC), an integrated Human Resource Information System, and Applicant Tracking are incorporated into the *IOIPay* platform to bring our clients tools to manage their workforce and costs.

As always, we remain at your service and welcome your input and feedback. We value the confidence you have placed in us and pledge to continue to earn your business.

Sincerely,

Najeeb A. Khan
President

IOI Time—Reduce your cost of labor, one pay period at a time.

Our integrated timekeeping package offers solutions for all types of businesses. Whether you make use of the traditional badge swipe or your employees clock in from their PC, you can enjoy a solution that make managing your labor efficient.

- » Eliminate Buddy Punching
- » Numerous Overtime Rules
- » Access To Historical Data
- » Job/Labor Tracking
- » Payroll/Time Integration
- » Multiple Pay Rates Per Employee
- » Manage Employees From Any Location



Contact us for more information about receiving a free 30-day demo!

In an effort to help your company maximize efficiencies while reducing bottom line costs, the following solutions (*offered through independent third party providers*) are available to our clients. For more information, call 1.888.697.0021 or e-mail employerservices@ioipay.com

HR Support Center

Researching employment laws and ensuring that you are making the right choices in your HR management can be an arduous task. The **HR Support Center** helps our clients by making their HR management functions just a little bit easier!

Service includes:

- » Employee Handbooks
- » HR Forms, Letters & Policies
- » Job Descriptions
- » State & Federal Employment Laws

Upgrade your service to the *Unlimited HR OnDemand*:

- » Unlimited Personal Consultation with Certified HR Experts
- » Customized HR Documents
- » Handbook Development

Visit ioi.myhrsupportcenter.com to view our Demo!

Pay-As-You-Go Workers' Compensation

IOI clients are taking advantage of a Pay-As-You-Go, hassle-free workers' compensation insurance solution.

- » Manage cash flow
- » Eliminate significant up-front deposits
- » Automatic payments through payroll deductions
- » Pay what you owe—when you owe it

Sound too easy?

The entire process is effectively automated—start to finish, with premiums based on actual figures. Since the process is seamlessly integrated with your payroll services, you don't have to spend any more time with calculations or writing any checks.

Background Checks

Know who you're hiring!

Whatever your business, you can increase the quality of your new hires with an online Background Screening program that provides accurate, objective and relevant information about job candidates.

Service includes:

- » Social Security Number trace
- » Criminal history
- » Academic or Employment verifications

Reduce your Federal Income Tax Liability with *IOI Tax Credit Services!*

Work Opportunity Tax Credit (WOTC)

WOTC is a Federal tax credit incentive that Congress provides to private-sector businesses for hiring individuals from twelve target groups who have consistently faced significant barriers to employment.

How does WOTC work?

Employing qualified target group members *can reduce an employer's federal income tax liability*. At the end of the tax year, the employer claims a credit of up to \$2,400 for most WOTC certified new hires. The tax credit is 25% of wages paid for certified employees that worked at least 120 hours but less than 400 hours, and 40% of wages paid for certified employees that worked 400 hours or more, up to the maximum allowable tax credit. There are other credit levels dependent upon the specific target group.

Whats new?

The American Recovery and Reinvestment Act has been amended by adding two new WOTC target groups:

- » Unemployed Veterans
- » Disconnected Youth

Contact *IOI* to learn how you can take advantage of the WOTC and HIRE opportunities seamlessly through your payroll!

Announcing the H.I.R.E. Act!

Reduce your payroll taxes with the HIRE Act.

On March 18th, 2010, President Obama signed into law the *Hiring Incentives to Restore Employment* (HIRE) Act. Two provisions in the HIRE Act provide financial assistance for employers that will be hiring new personnel.

6.2% Social Security Tax Exemption

The employer social security tax exemption applies to qualifying new employees hired after February 3, 2010. A qualified employee is an individual who was unemployed prior to the date of hire for at least 60 days. Compensation paid to a qualified employee after March 18, 2010 will be exempt from the 6.2% Employer Social Security Tax up until January 1, 2011. This allows for a maximum exemption of \$6,622 based upon the social security wage base of \$106,800.

Retained Worker Business Credit

In addition to the social security tax exemption, if an employer retains a qualifying employee for at least a 52 consecutive week period, an employer tax credit will be granted to the employer. The credit will be the lesser of \$1,000 or 6.2% of the wages paid to the qualifying employee over the 52-week period.

Tax Updates

COBRA-ARRA Subsidy Extension

The American Recovery and Reinvestment Act (*ARRA*) of 2009 established an employer-provided subsidy for employees who involuntarily lost their job. The legislation allowed terminated employees to receive a 65% subsidy of their insurance premiums paid through the COBRA program.

The employee was required to pay 35% of their premium and the employer was required to pay the remaining 65%. The employer, in turn, received a reimbursement from the Federal government via a reduction in the tax remitted for 941 payroll taxes.

The original program was for employees terminated between 9/1/08 through 12/31/09 and they were eligible for nine months of premium subsidy. That program has been expanded in two ways. First, eligible employees now include those terminated between 9/1/08 and 3/31/10. In addition, the employees can now receive a subsidy for 15 months, rather than the original nine months.

The Making Work Pay Tax Credit

The Making Work Pay Program, which was passed by Congress in 2009, gave a \$400 credit to employees who filed as single for Federal purposes and an \$800 credit to employees who filed as married. This credit was given to employees via a reduction in withholding taxes starting in April of 2009. If both of the married partners were employed and claimed "Married" on their W4 forms, they may have received a credit of \$800 *EACH* which may have caused them to be under-withheld when they prepared their 2009 personal income tax return.

The same credit is being distributed to employees again in 2010. This time, however, the credit is being spread over the entire year rather than the last 9 months. Married employees may want to change their W4 for 2010 if they were under-withheld in 2009 because they are the recipient of the \$800 credit *TWICE*, once to each married partner. They should fill out a new W4 if they wish to change their Federal withholding tax.

Tips & Tools

IOIPay Updates and Enhancements

New Rules for ESS Passwords

When a new employee is set up for *Employee Self Service*, they will be provided a temporary password. They will then need to change it within 48 hours to prevent the account from being suspended.

Setting Preferences for Global Utilities

Check your preferences to improve ease of input. Under *Global Utilities* you can adjust the sort order of the employees on the *Hours and Dollars* and the *Employee Maintenance* screen. In addition, you can set which columns you want to have for entry on the Browse Transactions screen.

Lookup Maintenance

The *Lookup Maintenance* screen allows you to standardize your departments and locations along with descriptions. Also included is the ability to list all of your supervisors and HR compliant termination reasons.

New Employee Demographic Fields

More options have been included in the *Employee Demographics* screen to allow for a notation listing an employee's secondary language.

Out & About

Recent & Upcoming IOI Events

GEORGIA CENTER FOR NONPROFITS ANNUAL SUMMIT

April 8th – 10th • Atlanta, GA

NIHRA ANNUAL HUMAN RESOURCE CONFERENCE

May 19th • Fort Wayne, IN

AMERICAN PAYROLL ASSOCIATION ANNUAL CONGRESS

May 25th – 29th • Washington, DC

DIOCESAN FISCAL MANAGEMENT CONFERENCE

June 9th – 11th • Toronto, Ontario

PHOENIX CHAMBER OF COMMERCE BUSINESS EXPO

June 18th • Scottsdale, AZ

Other Payroll Setup Information

Yes	Does this person have a
Normal	The secondary employm
Full Time	The status code either fl
Eng - English	Primary Language
Spa - Spanish	Second Language

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