

JOBPOWER News

Reporting Deadlines for W-2, 1099-MISC, 1095 ACA Forms

[W-2, 1099-MISC and ACA form filing deadlines are January 31, 2020.](#)

If you will eFile using the JOBPOWER 3rd party service, the deadline is 8:00 PM Eastern Time on January 31st.

W-2 Forms – Check your state for their filing requirements.

1099-MISC – Check your state for their filing requirements.

ACA 1095-B or 1095-C Forms – only filed with the federal government

Please do not wait until the end of January to print or eFile these forms.

How will you file?

W-2 and 1099-MISC Forms

JOBPOWER offers two methods for handling W-2 and 1099-MISC forms - eFile or Print.

1. To print you will purchase blank forms and print the data on them using JOBPOWER.
2. To eFile the forms you would use our 3rd party service. The eFile service can print and mail the forms for employees and vendors to them, as well as to the various states, the IRS and SSA. You choose the services you want with eFile. You can totally eliminate printing, sorting, stuffing, stamps, etc.

You may want to do some of both. One reason to do some of both is you may have some employees that work in Mississippi or Kentucky. These states have more rigorous reporting requirements for W-2 forms than most other states. If you have over 25 W-2 forms, you must eFile. We have many customers that eFile only to MS or KY for W-2 forms and then print the other forms as necessary. Each state also has different requirements for 1099-MISC forms, whether to eFile or print. Check with the states you work in for specific filing requirements.

*****If you are filing to Oregon, New Jersey or DC, you will need to get an update patch to install before processing. Indicate on the Response Form if you need the patch update.*****

Mandatory ACA Reporting to IRS

The only method to file the ACA forms is to eFile using the 3rd party service. If you have more than 50 full-time employees (including full time equivalent employees) in the year 2019, you will use form 1095-C to report offers of and enrollment in health coverage for employees. If you offer health insurance to employees that is self-funded by the company you will need to report the information on either 1095-B or 1095-C forms.

We recommend checking with your CPA, insurance provider, tax professional or legal counsel for more information on whether or not you are required to file either of these forms. If you are required to eFile ACA and have done so in prior years, you will need to purchase the feature that allows you to enter ACA data. Click here for [Questions & Answers on Reporting of Offers of Health Insurance Coverage by Employers](#) on the IRS website.

Versions for eFile W-2, ACA 1095-B & 1095-C

If you need to eFile and you have version 9.100 or greater, then your version is up-to-date for eFiling. If you need an update, please indicate this on the JOBPOWER Response Form at the end of the newsletter and return the form to us. Cloud customers on version 11.100 are up-to-date to eFile.

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Order Printed Forms

If you want to purchase the forms for either **W-2s** or **1099-MISC** and do the printing, collating, stuffing, stamping, there are two suppliers that know exactly what forms are compatible with JOBPOWER. Here are links to their websites.

Dynamic Systems

<http://www.dswebtoprint.com/jobpower/>

National Document Solutions

<http://www.jobpowersupplies.com/store/store/home.asp>

“If you need to file electronically to either state or federal, you will need to use the eFile option.”

eFile W-2s, 1099-MISC and ACA Reporting

We have a service that allows you to eFile W-2s, 1099-MISC and/or 1095B/1095C forms. With the eFile service, depending upon your needs you can choose to:

- eFile W-2s to the Federal Government
- eFile W-2s to the state
- Have W-2 forms printed and mailed or emailed to your employees
- eFile 1099-MISC to the Federal Government
- eFile 1099-MISC to the state
- Have 1099-MISC forms printed and mailed or emailed to your vendors
- eFile 1095 forms to the IRS along with copies mailed to your employees



The benefits of eFile:

- eFile automatically checks for errors before you file
- You can select the services you need/want
- Electronic copies are retained for 3 years
- Time Savings

[View a short demo here](#) of Nelco's all-inclusive filing tool that's built into JOBPOWER. (Recipient copies will be printed & mailed for you!)

You won't need to:

- Order 1099 and/or W-2 forms
- Print multiple copies of the 1099, 1096, W-2, W-3 forms
- Collate forms and send to government
- Stuff forms in envelopes, seal and stamp them
- Pay for postage

JOBPOWER Software for the construction industry

FILING HOME HOW IT WORKS Help Manage Account

Review Cart Payment Details Review & Confirm **Complete**

CONGRATULATIONS!
You have successfully filed your returns.

Payer Name	Form Type	Confirmation #	Federal E-file	State E-file	Recipient Copy
Demo Construction Co Inc	1099/1098	48024	✓	✓	✓

Submitted: 11/19/2013 9:25:48 AM

What We Do For You:

- FEDERAL: E-file 1099 / 1098 forms to IRS - [More Info](#)
- RECIPIENT COPIES: Mail forms to Recipient - [More Info](#)
- RECIPIENT COPIES: Post forms to Online Retrieval - [More Info](#)
- PAYER COPIES: forms on PDF - [More Info](#)
- SUMMARY REPORT: [View / Print Now](#)

What You Are Responsible For:

- STATE FILING: When filing a 1099/1098, state filing may also be required. When you are finished reviewing this confirmation, you can get more information regarding state requirements by visiting the FAQ area
- Track status of your returns from Your Filing Home 1099 / 1098 forms: IRS updates status 10 days after submission
- Retain Payer Copies for 3 years
- Print Local Copies and mail to agency when applicable

PRINT PAGE PRINT FORMS PRINT RECEIPT RETURN TO YOUR FILING HOME

The cost to eFile depends on the services you select and the number of forms you need to submit. The service will accumulate the yearly totals per form type and service you request. You will receive tiered discount pricing as your volume increases.

eFile Pricing

Pricing Information	1 - 50	51-100	101-250	251-500	501-1000	1001 +
Federal E-file + Recipient Delivery (Print + Mailing + Online Retrieval)	\$4.95	\$4.11	\$3.28	\$2.61	\$1.88	\$1.46
Federal E-file + Recipient Delivery for 1095 (ACA) Forms (Print + Mailing + Online Retrieval)	\$5.33	\$4.44	\$3.54	\$2.81	\$2.02	\$1.58
Federal E-file + State E-file + Recipient Delivery (Print + Mailing + Online Retrieval)	\$5.47	\$4.63	\$3.75	\$2.97	\$2.14	\$1.62
Federal E-file + State E-file + Recipient Delivery for 1095 (ACA) Forms (Print + Mailing + Online Retrieval)	\$6.00	\$5.09	\$4.12	\$3.26	\$2.35	\$1.78
Recipient Delivery (Print + Mailing + Online Retrieval)	\$4.27	\$3.28	\$2.55	\$2.09	\$1.51	\$1.20
Recipient Delivery for 1095 (ACA) Forms (Print + Mailing + Online Retrieval)	\$4.61	\$3.54	\$2.75	\$2.25	\$1.63	\$1.30
Federal E-file	\$1.25	\$0.94	\$0.73	\$0.58	\$0.53	\$0.47
Federal E-file for 1095 (ACA) Forms	\$1.35	\$1.01	\$0.79	\$0.62	\$0.57	\$0.51
State E-file	\$1.67	\$1.20	\$0.94	\$0.84	\$0.73	\$0.68
State E-file for 1095 (ACA) Forms	\$1.83	\$1.32	\$1.03	\$0.92	\$0.80	\$0.75

For January 31 pricing, add \$1 per form price above.

If you are going to eFile multiple types of forms, upload all forms and select the services you want for each. Then go through the payment process to receive the best pricing. The more you eFile, the less per document. **There is a discount code of APPLIED19 that is valid from now until 1/31/2020. NOTE: The discount code may only be used ONCE! You can do multiple companies and forms into a Single filing.**

Notice in the pricing the **(\$1 Peak)**. **Peak** pricing will come into play if you wait until Jan 31st to eFile. For many reasons, you want to start and eFile as soon as you can in the month of January. JOBPOWER support staff will be very busy for the entire month of

Revise W-2 Data

Before you process the W-2s, whether you eFile or Print, you need to **review the IRS instructions for W-2 forms**. JOBPOWER will handle regular 401(k) and Caf e withholdings and populate the proper fields for the W-2s. You will need to revise the W-2 data for Roth 401(k) contributions, HSA contributions, cost of group health insurance, etc.

Here is a link to the instructions for 2019

<https://www.irs.gov/pub/irs-pdf/iw2w3.pdf>

Some common revisions for our customers are:

- ◆ Roth contributions to a 401(k) plan in Box 12 with code AA.
- ◆ Cost of employer-sponsored health coverage in Box 12 with code DD. The box to the right is from page 4 using the above IRS link.
- ◆ Employer contributions to an HSA (health savings account) go in Box 12 with code W.

Reporting the cost of group health insurance coverage. You must report the cost of employer-sponsored health coverage in box 12 using code DD. However, transitional relief applies to certain employers and certain types of plans. For more information, see *Box 12—Codes for Code DD—Cost of employer-sponsored health coverage*.

In addition you may need to make corrections to names or addresses. After you make changes, use the option **List and Check W-2 Data** before processing the W-2s. You also use the option **Revise W-2 Data** to add information for non-qualified plans, life insurance, other Box 12 codes and amounts, Box 13 check boxes, Box 14 descriptions and amounts. If you have inadvertently assigned two employee numbers to the same employee, you should combine the total of the two into one of the employee numbers. On the duplicate employee number, uncheck the box for 'Print W-2'.

Our interpretation of the instructions is that this only applies to companies with over 250 W-2 forms in the prior year. Please CONTACT YOUR CPA and/or HEALTH PLAN PROVIDER or the IRS to ask if you need to enter the health care costs. The cost of group health insurance on the W-2 is to include both the employee share and the employer share. JOBPOWER Version 8.201 or later includes the option to enter this information by employee. This is NOT the same information as required for the 1095B or 1095C forms.

Versions for 1099-MISC

If you need to eFile 1099-MISC forms you will need version 8.201 or higher. If you need to print the data on the 1099-MISC forms, you will need version 8.201 or 9.000 it will require a patch to the program. If on 9.100 you will not need a patch. Check your JOBPOWER version by looking at the upper right corner of JOBPOWER. If you need an update and/or patch, please indicate this on the Response Form at the end of the newsletter and return the form to us.

Note: All JOBPOWER Customers that are Support Subscribers should have received one of these versions.

End of Payroll Year

This is the end of the payroll year for all JOBPOWER users.

You **must** close December in Payroll before you can print or eFile W-2s. You may prepare January payrolls prior to processing W-2s. You have the entire month of January to process W-2s, but do not wait until the last day of the month! See the December newsletter for more information on W-2s, ACA Reporting, Health Care Costs on W-2s, etc.

Important

If checks for the last payroll of the year will actually be dated in January 2020 **BE SURE** to prepare the payroll in the month of January – not December!

End of Payroll Year Checklist

- __1. Make sure that all payrolls for the month have been prepared and approved.
- __2. Make any necessary corrections to payroll. See the topic *Correction to a Payroll* in the Payroll Manual if you need to make a correction.
- __3. If you have personal use of vehicle in your company, see the topic *Personal Use of Vehicle* in the Payroll Manual.
- __4. Print the reports that you normally print at the end of a month or quarter. Refer to the chapter *End of Payroll Month Checklist* in the Payroll Manual. If you don't normally print the Pay and Withholding Summary [**Payroll Reports: Employee Reports**], print it now. Print the Employee Roster with 'All Employee Information' selected and the Employee Long Notes report as well.
- __5. Make a Payroll backup to flash drive (recommended), CD / DVD or Cloud drive. See the topic *Backup/Restore* in the General Manual for more information. Label the backup "End of year ____". Keep this backup (don't back up over it).
- __6. Decide if you want to delete employees that are terminated; you will see this option on the "Close Month" screen. See the topic on *Terminate/Rehire* for important information.
- __7. Close the month with the option **Close month/Quarter/Year [Prepare Payroll]**. Read over
- __8. Review and revise data in the W-2 file as necessary. See the topic *W2s: Revise Employee Data* in the Payroll Manual.
- __9. Print the W-2s.
- __10. Reminder – If you haven't already done so, order your end of year reporting forms such as W-2s.

Close Payroll Year

When you close the payroll year, you have an option to **keep or delete terminated** employees. The default is to **DELETE** terminated employees. Here is what happens if you leave it set to 'Delete'. The terminated employees will NOT be in the list of employees for 2020. They will be retained for any history and for W-2 reporting for the year 2019.

If you typically layoff and rehire employees, then you should probably 'uncheck' this option before closing the Payroll year.

JOBPOWER Version required for 1099, W-2, ACA reporting is 9.000 or higher. JOBPOWER Cloud customers are up-to-date for these forms.

Close Payroll Month, Quarter and Year

Month: December, 2019

Confirmation: Delete terminated employees

End of Year Checklist

- ✓ Payrolls have been prepared this month.
- ✓ Files have been backed up

Before closing month be sure to:

- Print pay checks.
- Make any necessary corrections.
- Print monthly reports.
- Print quarterly reports.
- Print year end reports.
- Add all employees for W2s.

Last Payroll

Pay period: 12/15/19

Check date: 12/19/19

End of Quarter/Year

Quarter: 4 Year: 2019

Instructions

Type CLOSE and then click: Close Month, Quarter and Year.

Close Month Qtr. and Year

Cancel

Accrue Payroll

Using the Payroll program, you should prepare the payroll in the payroll month in which the pay checks will be dated. Follow this rule even if the pay period covered is in the preceding month. This is so that the payroll will be included in the correct quarter on quarterly reports such as the 941. This is a Federal mandate NOT JOBPOWER.

Example:

The pay period ends 12/31/19. The paychecks are dated 1/2/20. You MUST prepare the payroll in the payroll month of January. In the above example, you may prefer to post the payroll to the general ledger for December instead of January.

To do so:

- Prepare and OK the payroll in the payroll month of January.
- Select the accounting month of December in the Accounting program.
- Make sure there is an 'accrued payroll' account in the chart of accounts. It should be in the 200 series.
- Choose the option **Post payroll to general ledger [Accounting, General Ledger, Other Entries]**. Post all payrolls for the month of December.

After all December payrolls have been posted, when you use the option to post payroll, the program will offer an option 'Accrue payroll from January'. Select that option. The program will post the January payroll to the general ledger and the jobs in the accounting month of December. Instead of crediting the bank account as usual for the net payroll, it will credit the 'Accrued payroll' account.

- After you have opened January in the Accounting program, use the option **Miscellaneous entries [Accounting: General Ledger, Other entries]** to debit 'Accrued payroll' and credit the proper bank account for the net payroll amount (in the month of January).

State Income Tax Withholding Rates

If you need updated state income tax withholding rates, indicate this on the Response Form at the end of the newsletter. If you request them, we will send them to you as soon as we have them available.

First Time to File ACA Forms?

If you need to eFile ACA forms and have not done so in prior years, you will need to purchase that as an additional feature. Send an email to JPSupport@jobpow.com requesting the order form for ACA Reporting. The cost to add this feature is a one-time fee of \$330. For subject put Order Form for ACA Reporting please and include your name, company name and phone number as well.

2020 Federal Tax Factors

The 2020 Federal tax tables are still pending. Continue to use the 2019 Federal tax tables for January payrolls. Check back on the JOBPOWER website www.jobpow.com/support.htm#sup4 for the January 2020 Newsletter with the updated Federal Tax Tables. We expect to have them posted no later than January 10th.

Accounting for Personal Use of a Company Vehicle in JOBPOWER

JOBPOWER can report the personal use of a vehicle in the employee's taxable pay that can then be reported on the employee's W-2 as required.

You will need to have an account setup in the General and Administrative section of the chart of accounts for Personal Use of Vehicle. You must also set up a withholding in payroll entitled "Vehicles". This withholding is a Miscellaneous type of withholding. Use the GL account you set up for personal use of Vehicle Account.

You will need to enter a line on the employee's last pay for the year in the amount of the value they received by using the company vehicle for personal use. It will be recorded as Pay Type 7- Other.

You will then go to the Withholdings and find the Vehicle Withholding line. You will enter the Same amount as was on the Other Taxable for Personal Use of Vehicle. More detailed instructions are available. If you need them, please be sure to indicate that on the Response Form at the end of the newsletter.

Closing Accounting Year / End of Fiscal Year

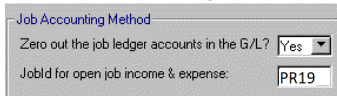
When you close the last month of the fiscal year, the program also closes the year. It is NOT necessary that your accountant finish reviewing your books before you close the year with JOBPOWER. You can go ahead and close the year using the most current information that you have at the time. Then later, after your accountant has a chance to review your books, you may make adjustments to the end of year with the Prior Year Menu. When you close the year, the program asks for some specifications as to how to close the year. If you aren't sure how to answer these, consult with your CPA or with JOBPOWER Support. Before closing the year, print a Year End Checklist (*see Page 7*).

Automatic Closing Entries

We recommend that you check the box for 'Make automatic closing entries' as that will save you from having to make a lot of entries to close the year. When the program makes automatic closing entries, it zeros out the income statement accounts (accounts 400-999) so that the new year starts with a zero balance in those accounts. It credits Retained Earnings with the profit or loss for the year. If you leave this box unchecked, the program closes the last month of the fiscal year just like any other month without making closing entries. In that case, the following specifications don't apply.

Job Accounting Method

The Job Accounting Method determines how the program treats the Job Ledger Accounts when it closes the year.



-Job Accounting Method
Zero out the job ledger accounts in the G/L? Yes
JobId for open job income & expense: PR19

Zero Out the Job Ledger Accounts

Most contractors want the program to zero out the Job Ledger Accounts just like it does the other income and expense accounts. Then the Trial Balance and Financial Statement for the first month of the new year will show the true year to date balance for Job Ledger Accounts. Most contractors answer 'Yes' to this question. If you answer 'Yes', the program closes the year on an 'all job basis'. If you keep your books on a 'percent of job completion' basis, answer 'Yes' to this question. If your trial balance for the beginning of the fiscal year should show zero balances for Job Ledger Accounts, answer 'Yes'. The program zeros out the general ledger accounts for jobs, but it doesn't zero out the individual job balances. If you answer 'No', the program closes the year on a 'Completed job basis'. If on the JOBPOWER Financial Statement, you normally show the income and cost of open jobs on the balance sheet rather than the income statement, this is the correct choice for your company. If you are unsure whether to answer yes or no, contact your CPA for help.

JobId for Open Job Income and Expense

If you answer 'Yes' to 'Zero out the job ledger accounts', the program must have a special JobId (Example: PR19) in which to store a compensating balance for the jobs that are still open at the end of the year. Using this special JobId allows your open jobs to have a 'job to date' balance while the job ledger accounts have a 'year to date' balance.

End of Accounting Year Checklist

1. Run an Accounts Payable report for year-end and verify its accuracy.

Enter all Accounts Payable that apply to the year being closed. Enter only accounts payable for which you want job costs and general/administrative costs to apply to the year being closed.

Delete any accounts payable invoices that you know are in error or that do not belong in the year being closed.

Make sure all vendor checks for the year have been entered.

2. Run an Accounts Receivable report for the year-end and verify its accuracy.

Enter all accounts receivable that apply to the year being closed. Enter only accounts receivable for which you want the job income or other income to apply to the year being closed.

Delete any accounts receivable invoices that you know are in error, that do not belong in the year being closed, or that you know are going to be written off to bad debt.

Make sure all deposits for the year have been entered.

3. Make sure all entries for the month have been made for:

Payroll (post all payrolls prepared for the current month and any payrolls to accrue from the next month)

Bank transactions (such as bank charges and fund transfers)

4. Print the following reports for all jobs:

Job Ledger Summary

Job Ledger Detail

Job Detail by Vendor

Note that these reports **cannot** be printed after closing the year without restoring a backup.

5. Review the Job Ledger Summary report and determine the jobs to be closed. Close the following types of jobs using the option **Close job**, click **General Ledger: Entries to G/L**.

Jobs that are complete

Jobs that fall under the 'New cost on closed jobs' section of the Job Ledger Summary report and have cost or income balances

Catch all jobs such as service work

ZBAL

PRxx where xx is a prior year

You should only leave jobs open that you are still working on.

6. Print all monthly reports as usual. Refer to the *End of Accounting Month Checklist* for reports we suggest you print. Reprint the Job Ledger Summary.

7. Make an Accounting backup to a flash drive (recommended), CD or DVD. Test the backup, label it "End of year 20__ / Company Name", and store it in a safe location. See JP Help topic **Backing up JOBPOWER** for more information on making backups.

8. Read JP Help topic **Close Accounting Year** for a discussion of the questions the program will ask when closing the year. If you do not know the answers, contact your CPA.

9. Use the option **Close Month** under **Months** to close the year. The program will make the year-end closing entries based on your response to the questions asked when closing the year. You will also get a printout of the close-year entries that were made. Save this report for your CPA.

10. If your CPA requires a general ledger for the fiscal year, you can get that report by printing the Account Transaction History report for all accounts for the entire year.

After reviewing your books, your CPA will likely have adjusting year-end entries that need to be made. Use the option **Adjust Prior Year Balances** under **General Ledger** to make entries to the closed year.

“If you’re upgrading your computers, be sure they meet our current system requirements.”

What are the system requirements for JOBPOWER? *Effective 12/1/2019*

Recommended system requirements:

For Small Office Server or Workstation:

Intel® i5 processor (or better i7), with Memory 8 GB RAM, Hard disk - Solid State Drive (3 GB space for JOBPOWER and Database, add additional 400 MB for each additional company), Operating System - Windows® 10 (64 bit) or Windows® 8.1. Windows® Pro or Enterprise

For Dedicated Server:

Intel® Xeon processor multi core with Memory 16 GB RAM, Hard disk - Solid State Drive (3 GB space for JOBPOWER and Database, add additional 400 MB for each additional company), Operating System - Windows® Server 2012 R2, 2016, and 2019. Windows® Server Standard, Small Business, Essentials, Workgroup, Windows Hyper-V Server.

Other Hardware Requirements

- CD-RW/DVD-RW – for installation or backups and/or USB Flash Drive—8 GB or higher for backups
- Monitor – 19” or larger monitor; Resolution – 1920 x 1080 or higher
- Page printer (laser or inkjet) or PDF File Printer (such as pdfFactory)
- Scanner (TWAIN or WIA) – required for DocumentVision

Minimum system requirements:

For Small Office Server or Workstation:

Intel® i3 processor, with Memory 4 GB RAM, Hard disk (3 GB space for JOBPOWER and Database, add additional 400 MB for each additional company), Operating System - Windows® 8.1. Windows® Home

For Dedicated Server:

Intel® Xeon processor with Memory 8 GB RAM, Hard disk (3 GB space for JOBPOWER and Database, add additional 400 MB for each additional company), Operating System - Windows® Server 2012 R2. Windows® Server Standard

Other Hardware Requirements

- CD-RW/DVD-RW – for installation or backups and/or USB Flash Drive—8 GB or higher for backups
- Monitor – 19” or larger monitor; Resolution – 1920 x 1080 or higher
- Page printer (laser or inkjet)
- Scanner (TWAIN or WIA) – required for DocumentVision

JOBPOWER Backups

What would you do if you lost all of your JOBPOWER files?

If you make daily JOBPOWER & DocumentVision backups and rotate between different media for the backups, you won't have to worry about this question. There are many things that can happen to cause the data on your computer to be unusable. Power failure when updating, hard disk failure, theft, fire, natural disaster, system restores, and computer viruses, to name a few. At some point in time, you will more than likely need a backup of your data. If you have your latest JOBPOWER Program CD, latest Customer Setup CD and your JOBPOWER/DocumentVision Backups, you could be back up and running in no time if necessary.

"Making a backup" means copying the data from the computer to removable media, i.e. USB flash drive, CD or DVD. We have backup and restore functions built into JOBPOWER so you don't need to worry about the details of the data. If you have a tech that has set up system backups, we still recommend you use the JOBPOWER options to make backups of the JOBPOWER data. With the JOBPOWER backups, you can restore the data yourself if necessary and not have to wait on your tech to come to the office. The JOBPOWER backups are proven, reliable and quick.

Each week our support team talks to a customer that needs to restore their data for one reason or another, but they don't have backups. Don't let this happen to you!!

JPMobile—Remote Payroll Timekeeping Module

JPMobile consists of a website that was designed for mobile devices with internet access to allow users to enter employee hours/jobs/time. Field employees, their supervisors, as well as office employees, may enter their hours using this website. They may enter jobs, days worked, cost category codes, work classes, and pay types. This will eliminate the need for someone in the office to gather and enter those hours. In JOBPOWER Payroll, there is a new option which allows the office payroll manager to set up users, crews, and import the hours, jobs, etc. to facilitate quicker and more accurate payroll processing.

Features at a glance:

- Completely integrated with JOBPOWER Software
- A cloud hosted solution
- Entry screens include job descriptions, cost codes, pay types and work classes
- Supervisor entry or worker entry with supervisor approval
- Supervisor revise/approve
- No sensitive data leaves your office
- Choice of notifications
- Full Reporting capabilities
- Unlimited punches (entries)
- Increase efficiency
- Economical, paperless solution
- Affordable monthly pricing, no hidden costs or contracts

Criteria

Devices that can be used for remote payroll entry are mobile devices with internet access:

iPhone, iPad, Android tablet, Android phone, Kindle Fire, etc.

How it Works

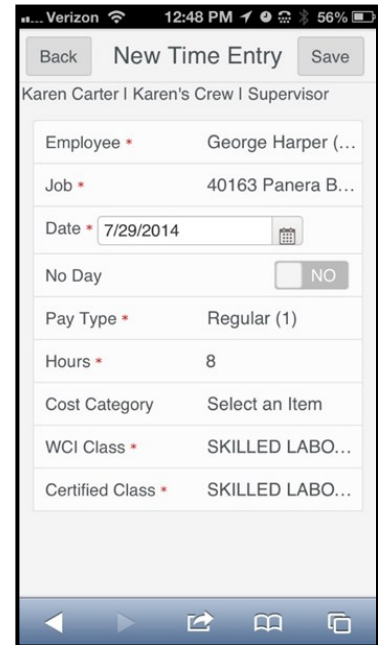
Depending on your company, you may have both employees and supervisors enter hours, or just supervisors. The step to 'authorize' their hours is similar to signing a time sheet confirming they are accurate. When an Employee authorizes, an email notice goes to Supervisor and Supervisor can see the hours, and will have to 'Authorize' the hours. The hours the Supervisor enters must also be authorized by the Supervisor. At that point, an email notice will be sent to the Office Payroll manager.

The Office Payroll manager can then select the hours for import and use that to prepare payroll for the employees. The Office Payroll manager can review time records at any time, in any status, even if not yet authorized.

Reporting

The Remote Payroll feature includes complete reporting. Security Maintenance provides a printable list of employees setup to use the remote payroll system. The Crew Reports show all information on one or all crews. It includes the Jobs, Employees, and Cost Categories for each crew. The Office Payroll manager sets up the crews, prints the Crew Report and can give it to each Supervisor so they have all they need. It includes Login URL, Company Id, User Id and password. Printing of passwords is optional. In the office, the View/Export hours allows viewing/printing records in a date-range and by status (draft, approved, authorized, etc.).

For more Information indicate on the Response Form that you would like more information and pricing on JPMobile or call JOBPOWER Sales: 1-800-776-6556, ext. 1.



Works on any internet connected device, smart phones, tablets or laptops.

Contacting JOBPOWER Support

Contact Us

APPLIED COMPUTER SYSTEMS, INC.

302 Westfield Road
Knoxville, TN 37919

Toll Free: 800-776-6556
Phone: 865-584-0535
Fax: 865-588-5379

Email:
JPSupport@jobpow.com

Questions or Comments

If you have questions about the newsletter, please contact us via email at JPSupport@jobpow.com with the subject 'Dec. Newsletter'.

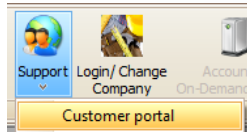
We will get back to you as soon as possible, but will handle more urgent support calls first.

Thank you for your cooperation!

We have several methods you may use to contact us for support: Phone, Fax, Online Chat and Email. If you need immediate assistance, the recommended method of contact would be via Phone or Online Chat.

The phone number is: **1-800-776-6556 ext. 2** for Support

Online Chat is available from within JOBPOWER by clicking on the Support button on the Ribbon Menu, then select Customer Portal and click on the Chat Icon or you can access our Online Chat support via our website at www.jobpower.com.



If you elect to use the Online Chat option, please be patient. Each support representative may have several chat requests going at the same time. We do our best to answer each question as quickly and accurately as possible.

If you elect to use email regarding support, please send your emails to JPSupport@jobpow.com.

Using this email address will ensure a quicker response time as this email is continually monitored. When sending support requests directly to a representative, your wait time could be longer as that person may not be able to continually monitor their individual email address for various reasons. They could be in a meeting, out to lunch, sick, on vacation, etc. If you would prefer your email go to a particular representative, please put "Attn:" and their name in the Subject line. It is also a good idea to put JOBPOWER in the subject line to avoid being flagged as spam. Be sure to include your name, company name and phone number with each email request. This information helps us to identify your company for faster response times.



Holiday Schedule

JOBPOWER will be closed on the following days to observe the holidays.

Christmas	Tuesday, December 24th and Wednesday, December 25th
New Year's Day	Wednesday, January 1st

JOBPOWER
SOFTWARE FOR THE CONSTRUCTION INDUSTRY

DV DocumentVision
Document Management Made Simple

JOBPOWER RESPONSE FORM

Your Name: _____ Title: _____

Company Name: _____ Date: _____

Street Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Here is my Email Address: _____

Billing Department Contact: _____ Email Address: _____

Please check if any contact information has changed. Website: _____

My current JOBPOWER version is _____ .



Your JOBPOWER Version is located in the upper right hand corner of the JOBPOWER program screen.

W-2s, 1099-MISC and ACA Reporting with 1095B/1095C forms

Please read the newsletter carefully and double-check your version. If you need to eFile forms, note below and we will send you detailed instructions on the eFile process.

W-2s, 1099-MISC and ACA Reporting with 1095B/1095C forms

Please read the newsletter carefully and double-check your version. If you need to eFile forms, note below and we will send you detailed instructions on the eFile process.

___ I need to **eFile 1099s** to ___ State ___ Federal

___ I need to **eFile W-2** forms to ___ State ___ Federal

___ I need to **eFile 1095B/1095C** forms

___ I need to **send to Oregon** (*W-2s Print or Efile*) and will need the patch.

___ I need to **send to New Jersey or D.C.** (*ACA (1095) State /Efile*) and will need the patch.

Non-Support Subscribers

___ I would like information and pricing to get up-to-date with JOBPOWER.

State Tax Factors

___ I am a JOBPOWER Support Subscriber and need the following state tax factors:

___ I am **not** a JOBPOWER Support Subscriber but need updated state tax factors. Please email me the form to order updated state tax factors.

NOTE: The state tax tables will be completed and sent out soon as possible. Changes are usually nominal so you will be fine to run a few payrolls without the updated factors.

Personal Use of Vehicle

___ I would like detailed information on how to handle this.

JPMobile

___ I would like pricing and more information on this module.

Vision InfoSoft T&M Integration

___ I would like more information

___ I have this program and would be interested in being a Beta User.

Return Response Form using one of the following methods:

EMAIL JPSupport@jobpow.com In Subject put: December Newsletter Response Form

FAX 865-588-5379