



Best Practices for Maximizing **PTM**

2024 Asure Reseller Partner Conference

Presented by Janel Weinke



Speaker Introduction



Janel Weinke

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Over 20yrs of Payroll Tax experience beginning my career at leading tax compliance filing, tax agency notices and regional payroll location for small and national payroll clients. I have worked closely with clients to ensure from beginning to end the payroll tax setup is setup for success to ensure timely and accurately filing and payment remittance. I have worked with all size of companies with 1 to 1000+ employee(s) and multi-state.

Joined Asure in 2020 leading tax filing/payment submission through our direct business using Evolution. As we moved our direct business to One Asure, and processing the operations to one tax engine APTM, I am currently leading our reseller support team.

Session Agenda

01

Preparation of Tax Filing

02

Know Your Data

03

**Maintaining
Compliance**

04

**Tax Regulations
Requirements**

05

**Organization
Workflows**

06

Q&A

Preparation of Tax Filing

1. Determine how many clients you're processing for the filing period and tax jurisdictions.

- Expected Return Client Listing – Control Logs

2. Validate data when payroll is being processed.

- Any new tax codes
- Negative wages
- Funding in balance
- Client Profile setup (Account Numbers, TPA, Frequencies, Rates)
- Negative Pending Payroll Adjustments



Preparation of Tax Filing

3. Schedule – Create a daily, monthly, quarterly and annual calendar based on due dates.

- Process filings and payments within 2-7 business days of due date.

4. Create a **Tracker worksheet** of processes that includes internal audit.

5. Document any exception processes.

6. Schedule staff meetings to prepare for filing period.

7. Communicate and communicate with your clients!



Preparation

01

Tax Return Queue

- Tax returns and reports are automatically added or enlisted to the Tax Return Queue when the last scheduled payroll of the quarter is processed.
- S3300 - ACA Annual Form EE Count
- Build in a buffer to allow for reprints, changes, etc.

Preparation

02

Enlist Groups

- There are various preview and edit reports that all you to provide important information to your clients prior to the production of the final year end forms. Consider using the following to assist in this manner.
 - S2594 - W-2 Preview
 - S3125 - 1095 Preview

Preparation

03

Pre-Processing

- Pre-processing calculates all weeks in the quarter to verify that wages & taxes are in balance. It fixes problems and identifies items that need to be checked prior to processing. If imbalances are found during pre-processing, two types of payrolls may be automatically created:
 - QEC: Fixes problems and creates an adjustment (A) type payroll
 - Tax Adjustment: Identifies rounding adjustments for SUI & FUI and creates a tax adjustment (T) type payroll

Know your Data

Review payroll reports for any out-of-balance conditions:

- Negative wages
- Tax Threshold Exceeded
- Previous QEC and EE impacted since didn't not complete
- Under/over collected Social/Medicare taxes
- Incorrect Manual Check Entries
- Manual override of Social/Medicare taxes

Client Agency Setup

- Verify employer account numbers
- Unemployment Rates
- Wage Limits
- Frequencies
- Third-Party Access Granted



Action on Data

01

SB Scheduler

- Use the SB Scheduler to pre-process quarterlies each night. When the last scheduled payroll of the quarter is run for a company, it will automatically be pre-processed.
- Best practice recommends that pre-processing be done off-hours, so it doesn't impact resources during production hours.

Action on Data

02

Quarterly Schedule Report (S354)

- The Quarterly Schedule Report (S354) should be run to verify all companies are in the tax return queue for processing. The most common reason for missing companies is:
 - Last scheduled payroll of quarter wasn't processed
 - Date inserted into the company calendar effecting the last schedule payroll
- Any companies missing will need to be manually enlisted.

Action on Data

03

Common Causes for Companies in RED

- Why does a company turn Red?
 - Negative Wages
 - Tax Threshold Exceeded
 - Previous QEC not Finished or EE Tax Needs to be Reviewed
 - Out-of-Balance
- Common causes:
 - Under/over collected Soc/Med taxes
 - Incorrect manual check entries
 - Manual override of Soc/Med taxes

Maintaining Compliance



Tips:

1. Know the basic requirements for each tax codes.
2. Know your experts of payroll and tax.
3. Stay up-to-date with tax laws and legislation.
4. User your resources.
5. Register with each tax agency to receive alerts.

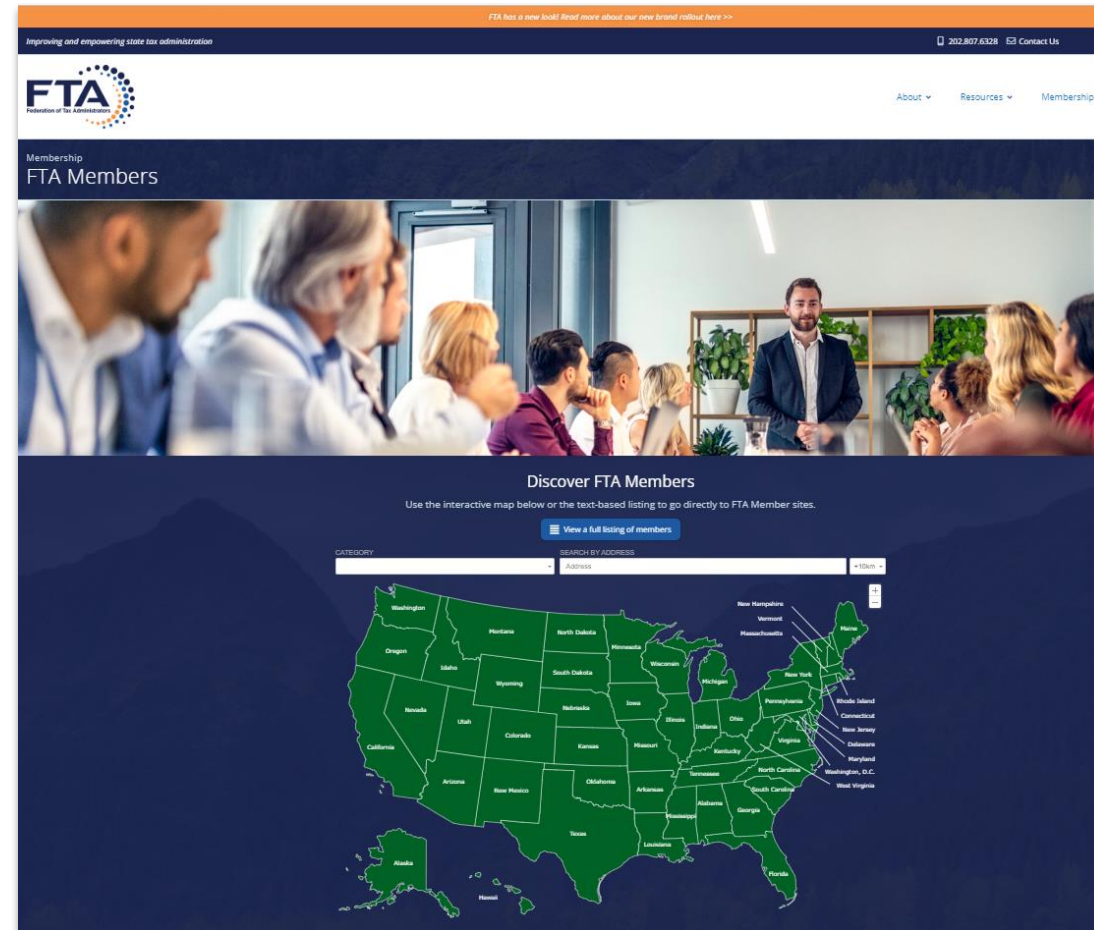
Resources for Employers

Federal and State Tax Agencies

FEDERATION OF TAX ADMINISTRATORS (FTA)

Federation of tax administrators provides access to useful inactive state map.

Serve as an information and expert resource for state administrators and others on state tax agency and system operations as well as issues affecting tax policy and administration. Also conduct research projects in several areas including state tax policies and structures, compliance and enforcement of federal and state court decisions.



The screenshot shows the FTA website's 'Discover FTA Members' page. At the top, there is a navigation bar with the FTA logo and links for 'About', 'Resources', and 'Membership'. Below the navigation bar is a large image of a group of people in a meeting. The main content area features the heading 'Discover FTA Members' and a sub-heading 'Use the interactive map below or the text-based listing to go directly to FTA Member sites.' There is a button labeled 'View a full listing of members'. Below this is a search bar with a 'CATEGORY' dropdown and a 'SEARCH BY ADDRESS' field. The central feature is an interactive map of the United States with state names labeled, including Washington, Oregon, Idaho, Nevada, California, Utah, Colorado, Arizona, New Mexico, Texas, Oklahoma, Kansas, Nebraska, South Dakota, North Dakota, Minnesota, Iowa, Missouri, Arkansas, Louisiana, Wisconsin, Illinois, Indiana, Michigan, Ohio, Pennsylvania, New York, New Jersey, Delaware, Maryland, Virginia, West Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Kentucky, Tennessee, West Virginia, Maryland, Delaware, New Jersey, New York, Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire, and Hawaii.

FTA Members - Federation of Tax Administrators



Tax Regulation Requirements

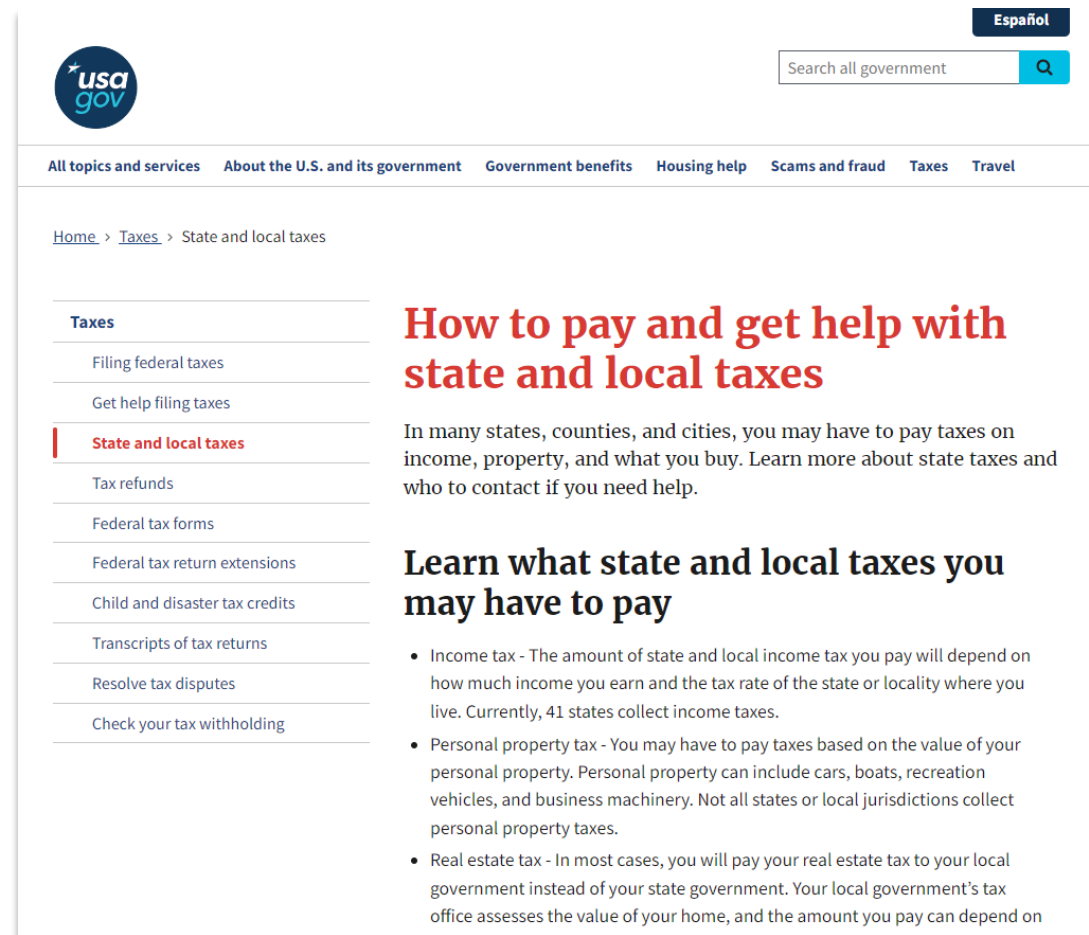
Resources for Employers

Federal and State Tax Agencies

03

PAYMENT GUIDANCE FROM USA.GOV

The Federation of Tax Administrators serves the principal state tax administrators of the 50 states: which monitors and report on activities in Congress, the IRS and other federal agencies affecting state taxation. This includes insuring state interests are effectively represented before federal policy makers and agencies, as appropriate. Particular attention is paid to federal legislation that would improperly preempt state tax sovereignty and authority.



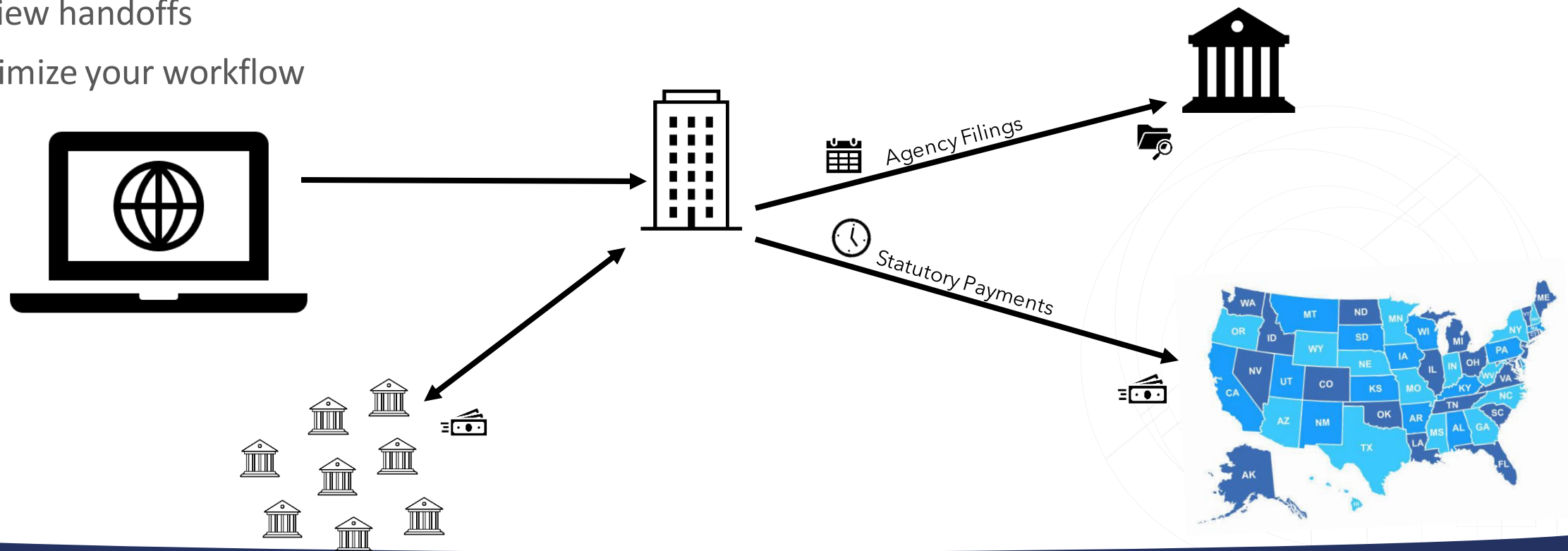
The screenshot shows the USA.gov website interface. At the top right, there is a search bar with the text "Search all government" and a magnifying glass icon. To its left is a "Español" button. Below the search bar is a navigation menu with links: "All topics and services", "About the U.S. and its government", "Government benefits", "Housing help", "Scams and fraud", "Taxes", and "Travel". The main content area shows a breadcrumb trail: "Home > Taxes > State and local taxes". On the left side, there is a "Taxes" section with a list of links: "Filing federal taxes", "Get help filing taxes", "State and local taxes" (highlighted with a red bar), "Tax refunds", "Federal tax forms", "Federal tax return extensions", "Child and disaster tax credits", "Transcripts of tax returns", "Resolve tax disputes", and "Check your tax withholding". The main article title is "How to pay and get help with state and local taxes" in red. Below the title is a sub-header "Learn what state and local taxes you may have to pay" in bold black. The article text states: "In many states, counties, and cities, you may have to pay taxes on income, property, and what you buy. Learn more about state taxes and who to contact if you need help." Below the text is a list of three bullet points:

- Income tax - The amount of state and local income tax you pay will depend on how much income you earn and the tax rate of the state or locality where you live. Currently, 41 states collect income taxes.
- Personal property tax - You may have to pay taxes based on the value of your personal property. Personal property can include cars, boats, recreation vehicles, and business machinery. Not all states or local jurisdictions collect personal property taxes.
- Real estate tax - In most cases, you will pay your real estate tax to your local government instead of your state government. Your local government's tax office assesses the value of your home, and the amount you pay can depend on

[How to pay and get help with state and local taxes | USAGov](#)

Organization Workflow

1. Clearly define beginnings and endings of all task.
2. Identify components
3. Organize the sequence
4. Review handoffs
5. Optimize your workflow





Q & A