



703 N. Main Street, Summerville, SC 29483

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(F) 843-871-8511

Business Reminder

Bonus runs are required to be submitted a minimum of 72 hours prior to the check issue date. Any variances will require an approval at least seven days in advance.

AAP Employee of the Month

Lisa Burnett

AAP Employee of the Quarter

Kelly LeCouter

Critical Payroll Decision for January 1, 2010

A critical decision needs to be made concerning payrolls falling on Friday, January 1, 2010. It is a bank holiday and AAP will be closed. If you have a regular payroll falling on this check date, choose one of the following options:

- 1) Keep your check date on January 1, 2010. Your employees will not be able to cash their checks and direct deposits will not be credited until Monday January 4th. Wages will be reported on 2010 W-2s.
- 2) Change your check date to December 31st, 2009. The extra 2009 pay cycle may impact your employees' annual wage brackets, taxes, and voluntary deductions. If needed, cancel voluntary deductions for this payroll only. Wages will be reported on 2009 W-2s, and social security tax and certain benefit deductions will begin to be withheld in your first 2010 payroll.

Please contact your Customer Service Representative **In Writing** to confirm your selection.

Improving Support Request Turn Around

We want to answer any questions and complete client requests efficiently and promptly. Please help us to accomplish this by sending all of your Support requests to support@aappayroll.com, instead of individual AAP staff email addresses. This ensures that more than one person will receive and follow-up on requests, and will allow us to better manage turn around times. Support requests include items, such as creating custom reports, systems issues, training, imports, etc. Routine questions concerning your payroll and employee maintenance will still be addressed with your individual Customer Service Representative.

Year End Clean Up

The end of the year is fast approaching, as is the time for W-2s, 1099s, and end of the year quarterlies. Take time to verify the accuracy of each employee's legal name, social security number, and address. AAP will make any necessary employee corrections free of charge through December 28th; however, later changes are subject to reprinting and/or corrections fees. AAP cannot assume liability for IRS penalties for incorrect W-2s, which are currently \$50 per incorrect W-2.

Also, any third party sick pay, bonuses, extra pay for insurance and auto allowance, that will need to be included in 2009, need to be submitted in writing by December 18th to ensure timely processing.

Please look for additional Year End Notices in upcoming payroll packets.

Holiday Hours

'Tis the season for holiday closings! Avoid payroll submission and delivery issues by knowing when banks and AAP will be closed. Holiday schedules will be enclosed in your payroll packets. Please review them as soon as possible and contact your Customer Service Representative with necessary submission and/or check date changes.

New Faces

AAP is happy to welcome Traci Cutler and Karen Hughes to our team! Traci will be joining Tax Pay and File as our 401K Specialist, and Karen will be a part of our Support Team, specializing in programming, report writing and imports. We are excited to have them on board!

AAP Contacts

Payroll Manager

Ashley Bond, FPC

Payroll Supervisors

Sommer Judy, FPC

Jennifer Smart

Customer Service

Theresa Barnes

Rosanna Bustamante

Shelley Ward

Production

Rosanna Farrell

Donna Canady

Tech Support

Steven Fish

Gina DeGeorge

Nydia Shelton

Karen Hughes

Business Development

Robert Hull

Kelly LeCouter

Roger Martinez

Customer Care Manager

Donna Bond

Accounting

Lisa Burnett

Tax Pay & File

Tracy Fish, CPP

Traci Cutler