

December 2016

To: Payroll and/or Accounts Payable Administrator,

This seminar will review some of the new topics that have come up this year such as: where do we stand on the new **federal overtime regulations, Vermont's new sick pay law** and how to implement this in the NEMRC software, **new deadlines for filing your electronic W2 SSA file, printing 1099 INT forms from NEMRC** etc.

We will also be reviewing all of the W2 and 1099 preparation and printing. We will go over the electronic filing requirements. We will discuss the reporting requirements for healthcare coverage on the W2 and discuss any changes to the software since last year's seminar.

Also, we would like to review paying vendors electronically through the A/P module.

At the end of the seminar (for those of you that are subject to the ACA(affordable care act) requirements, Scott will review what we learned from last year and review the process for this year.

This year's seminars will be conducted by:

- **Ernie Saunders, President of NEMRC**
- **Scott Malinowski, NEMRC Applications Development Manager**

Agenda:

9:00am – 9:30am	Registration with coffee/Danish
9:30 – 12noon	Review of new topics. Including AP electronic payments.
12noon – 12:45pm	Lunch
12:45pm – 2:00pm	NEMRC payroll module W2 preparation,
2:00pm – 2:15pm	Break
2:15pm – 3:30pm	Review of ACA requirements and procedures.
3:30pm	Seminar Concludes
	Christmas shopping. (on your own)