

The Top 5 Wage – Hour Violations and How to Avoid Them

We are often contacted after an organization has gone through a wage & hour audit or a civil action wanting assistance with compliance. In this climate of increasing legislation and enforcement the time to look at your pay policies is now - before you are subject to penalties, fines or judgments. The list below is a summary of the most common problems we hear about from clients, Department of Labor Inspectors, attorneys and HR consultants.

1. Misclassifying Employees as Salaried – Paying office or other employees on a salary basis without overtime when they do not qualify for the Executive, Administrative or Professional exemption.

Avoidance – Understand that there is a salary and duty test and that the employer alone can not make this determination.

2. Incorrect Payment of Overtime – The most common mistake is failing to include certain bonus and incentive payments into the hourly rate to calculate the overtime rate. The “regular rate” (total weekly gross pay divided by total hours worked in a week) must include all payments received by an employee unless it is specifically excluded by the FLSA.

Avoidance – Become familiar with the requirement to include “nondiscretionary” bonuses or incentives into the regular rate when calculating overtime.

3. Failing to Pay for Meals or Breaks – Avoidance: Pay employees for all break periods and for meal periods less than 30 minutes.

4. Failing to Maintain the Required Records – The Wage & Hour Division of the Department of Labor requires employer’s to keep certain records for

three years including payroll records and collective bargaining agreements. Records used to compute wages i.e. timecards, piece work tickets, wage rate tables etc, should be retained for at least two years.

Avoidance – The specific record keeping requirements can be found here:
<http://www.dol.gov/WHD/regs/compliance/whdfs21.pdf>
. Please note some states have more stringent requirements. Whenever there is a difference the more rigorous standard applies.

5. Failing to Pay for Travel Time as Required – Certain travel time including one day assignments, emergency trips and location to location trips must be paid if they occur during normal work hours.

Avoidance – Those organizations that have employees that regularly travel away from their normal work site should become familiar with the section of Bulletin 785 that specifically addresses travel time. That document can be found here:
http://www.osha.gov/pls/epub/wageindex.download?p_file=F30725/VWH1312.pdf
See sections 785.33 through 785.41

As you can see, paying your employees correctly can be complicated but the risk of non-compliance is extremely high. We can help with the automation of your pay policies and your record keeping requirements. If you have questions about your policies or how your employees are classified please contact a labor consultant or labor attorney.

This article was written by Mike Lahm, President of Cincinnati Times Systems. For more information about his company, please visit www.cintime.com or contact your M&A team member today.

Holiday and Christmas Lunch and Learn Open House December 10th

Mark your calendars for our annual Holiday Lunch and Learn. On December 10th, enjoy lunch with your M&A team, while learning about year-end and as well as the new features of Microsoft Dynamics CRM and Sage SalesLogix Cloud.

- 10:30 - Registration
- 10:45 - Session 1
 - o Microsoft Dynamics GP Year End Closing Tips and Microsoft Dynamics Community 2.0
 - o Sage MAS 90 Year End Closing Tips
- 11:45 - Lunch
- 12:15 - Session 2
 - o Sneak Peek of Microsoft Dynamics CRM 2011
 - o Sage MAS 90 B-Mobile - web based Sage MAS 90
- 1:15 - Break
- 1:30 - Session 3
 - o Sage SalesLogix Cloud
 - o Windows Server 2008 R2 Branch Cache
- 2:30 - Social

For more information or to register, please email seminar@martinandassoc.com



Holiday and Christmas Lunch and Learn December 10, 2010 Martin & Assoc. Cincinnati, OH

For more information or to register, please email seminar@martinandassoc.com

Sage Web Seminars

Martin and Associates would like to invite you to attend one of the free Sage online seminars. Check the schedule below and sign up now. To sign up, for a Sage Webcast please visit www.sagesoftware.com/training then click on the webcast link.

Dates:

- Dec 7 Tools to Thrive - Getting the Bang..... 1:00 PM EST for Your Buck in Sage ERP MAS 500 Manufacturing!
- Dec 10 Sage BusinessWorks - Tips for a.....12:00 PM EST Successful Payroll and 1099 Year End Processing
- Dec 14 Build and Maintain a Thriving Sales 4:00 PM EST and Marketing Force With the Sage ERP MAS 90 and 200 Extended Enterprise Suite
- Dec 16 Sneak Peak at BusinessWorks 2011..... 4:00 PM EST
- Dec 16 Why Customer Service Matters. Top1:00 PM EST 5 Ways Sage ERP MAS 90 and 200 Extended Enterprise Suite Will Improve Your Productivity and Take Your Customer Service to a Higher Level



Services

- E-Business
- Financial Analysis
- System Needs Analysis
- Software Sales
- Software Installation
- Software Implementation
- Software Design and Development
- Training and Support
- Custom Programming
- Hardware Installation and Support
- Web Management/ISP Services



Sage SalesLogix Cloud

Sage SalesLogix is an award-winning Customer Relationship Management (CRM) solutions that provides a complete view of customer interactions across your sales, marketing, and customer service teams so they can collaborate and respond promptly and knowledgeably to customer inquiries and sales opportunities.

With Sage SalesLogix you can manage the entire sales cycle and increase sales team performance by automating sales processes and by monitoring and forecasting sales activity. Capitalize on key opportunities by targeting your most profitable prospects and customers using marketing and lead management tools or integrating powerful e-mail marketing capabilities. Resolve customer requests and issues quickly with customer service and support management tools. And, seamless integration with your other business management solutions; desktop applications like Microsoft Office and Outlook; and Web services help increase productivity and gives your team a complete, holistic view of your customers.

With its flexible platform, powerful process automation capabilities, and multiple access methods, Sage SalesLogix is the comprehensive CRM solution that will help you achieve greater sales and build a more successful business, not and into the future.

Software as a Service (SaaS) or on-premise CRM? You no longer have to choose. With Sage SalesLogix Cloud you get the best of both worlds – the flexibility and rapid time-to-value of traditional SaaS solutions, combines with the security and control of on-premise solutions.

Traditional SaaS CRM offerings have been great for businesses who want to reduce their IT burden, avoid capital expenditures, and get their CRM solution up and running quickly. But, many hosted SaaS solutions have disadvantages to, like being stuck with a proprietary platform, not being able to easily retrieve your valuable customer data, being locked into long contracts, and having to pay excessive costs for storage.

Leveraging Amazon's world-class Web platform, Amazon Elastic Compute Cloud™, Sage SalesLogix Cloud offers you the best of on-premise and SaaS solutions – a full-featured, standard-based CRM solution with full ownership and control of your data combined with payment flexibility, access to data online, and the ability to get up and running quickly. And, with advanced customization capabilities, greater data storage, and more flexible subscription options, Sage SalesLogix Cloud provides a better choice for your business.

Sage SalesLogix Cloud offers unique advantage over SaaS CRM vendors including:

- **Peace of Mind** – You can have peace of mind that your data is secure and only accessible by you. From the start, you own and control your data so in the future, should your business needs change and you decide to switch from a cloud-based solution to an on-premise solution, you get your data back intact – in a usable, standard format. And, rest assured, Sage will take care of you so your IT department doesn't have to worry about it – from setup and backups to expert product support and 24-hour monitoring.
- **Don't get Nicked & Dimed on Storage** – Most businesses require plenty of data storage – so right from the start you'll receive greater storage space per user than other CRM vendors, with favorable rates to increase capacity as your business grows.
- **CFO Friendly** – Not all businesses are the same. That's why Sage SalesLogix Cloud offers a variety of flexible payment, subscriptions, and license options that fit your business requirements and financial preferences.
- **You're in Control of the CRM Experience** – Change, like software upgrade, can be disruptive. Sage SalesLogix Cloud gives you control of upgrades so you can perform them when it's right for your business – not when the vendor decided.

For more information contact your M&A team member today!

Course List

Course Title	Course Length	CPE Credits	Cost
Business Alerts	1 day	8	\$395
4.2 Customer Workshop GL or LM	1 day	8	395
4.2 Customer Workshop SO & AR	1 day	8	395
MAS 90/200 Core Applications	5 days	40	1,580
MAS 90/200 GL, AP, AR, or Payroll	1 day	8	395
Crystal Reports - Introduction	2 days	16	790
Crystal Reports - Beyond the Basics	2 days	16	850
Distribution	3 days	24	1,070
Inventory Management	1 day	8	395
Sales Order or Purchase Order	1 day	8	395
Return Merchandise Authorization	1 day	8	395
Manufacturing	3 1/3 days	28	1,265
Inventory Management	1 day	8	395
Bill of Materials or Work Order	1 day	8	395
Material Requirements Planning	½ day	4	250
MAS 90/200 Installation	2 days	16	1,080
MAS for SQL Installation	1 ½ days	12	600
FRx	2 days	16	790
Data File Structure	1 day	8	395
Technical Support	2 days	16	850
Job Cost	2 days	16	790
Visual Integrator	2 days	16	790
Customizer or Customizing Forms	1 day	8	395
Data Migrator	2 days	16	690
e-Business Manager	2 ½ days	19	1,000
BusinessWorks Core	4 days	32	1,175
BW System Manager or GL	½ day	4	200
BW A/P, A/R, Payroll, Order Entry, Inventory Control or Job Cost	1 day	8	345
BusinessWorks: Crystal Reports	2 days	16	690
FAS Intermediate	2 days	16	1,100
Abra Human Resources or Payroll	3 days	24	1,320
Abra Crystal Report Writer (HR or PR)	1 day	8	690
Abra Payroll Year End (Lecture)	1 day	8	575
Dynamics GP Financial Series	5 days	40	1980
Dynamics GP Foundations	1 day	8	495
Dynamics GP General Ledger	1 day	8	495
Dynamics GP Payables Management	1 day	8	495
Dynamics GP Receivable Management	1 day	8	495
Dynamics GP Fixed Assets	1 day	8	495
Dynamics GP Bank Reconciliation	1/2 day	8	250
Dynamics GP Supply Chain Series	3 days	4	1188
Dynamics GP Inventory Control	1 day	24	495
Dynamics GP Purchase Order Processing	1 day	8	495
Dynamics GP Sales Order Processing	1 day	8	495
Dynamics CRM Sales Management	1 day	8	495
Dynamics CRM Marketing Automation	1 day	8	495

To register for Sage classes, please visit
<http://www.sagesoftwareuniversity.com>

To register for Microsoft classes please fill out the registration form and fax it to 513-772-4529 or call Mary at 513-772-7284 x118

Class Spotlight

Dynamics CRM Sales Management:

This one-day course explores the Microsoft Dynamics CRM application from the user's perspective. Application functionality covered in the course includes Core CRM Navigation, User Interface, Outlook Client, and the Sales Management module.

This course teaches the process and functionality used by sales managers and sales representatives. This course begins with an introduction to the core concepts of Microsoft Dynamics CRM then an overview of the sales processes. Subsequent lessons explore the sales concept in greater detail. A thorough understanding of the sales process in Microsoft Dynamics CRM helps you to get the most out of your system.

Dynamics CRM Marketing Automation:

This one-day course explores Microsoft Dynamics CRM application for a user's perspective. Application functionality covered in this course includes Core CRM Navigation, User Interface, Outlook Client, and Marketing Automation module. This course teaches the processes and functionality used by the marketing managers and marketing representatives. It begins with an introduction to the core concept of Microsoft Dynamics CRM and then an overview of the marketing automation processes. Subsequent lessons explore the marketing concepts in greater detail. A thorough understanding of the marketing processes in Microsoft Dynamics CRM helps you to get the most out of your system.

Microsoft Classes Registration

Event/Class Choice _____

Class Date _____

Name _____

Company _____

Address _____

City _____

State and Zip _____

Office Number _____

Fax Number _____

E-mail address _____

*Credit Card # _____

Expiration Date _____

Cardholder Name _____

** To register for Sage courses, please visit
<http://www.sagesoftwareuniversity.com>

In case of cancellation, participants must notify the training center at least two weeks prior to the class in order to avoid loss of full tuition.



Events and Training Schedule

December 2010 through March 2011

December

Monday	Tuesday	Wednesday	Thursday	Friday
			2 Job Cost	3 Job Cost
6 Applications in Dynamics CRM	7 Applications in Dynamics CRM BusinessWorks Core Intro/Sys Admin	8 Applications in Dynamics CRM BusinessWorks Core Accounts Payable	9 e-Business BusinessWorks Core Accounts Receivable	10 e-Business BusinessWorks Core Payroll
13 Data File Structures	14 Tech Support Intro to Crystal Reports	15 Tech Support Intro to Crystal Reports	16 MAS Install Crystal Reports Beyond the Basics	17 MAS Install Crystal Reports Beyond the Basics
20	21	22	23	24
27	28	29	30	31

January

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7 BusinessWorks - Job Cost
10	11 Abra HR	12 Abra HR Visual Integrator	13 Abra HR Visual Integrator	14 Abra HR Crystal Reports
17	18 Applications in Dynamics CRM FRx	19 Applications in Dynamics CRM FRx	20 Applications in Dynamics CRM BusinessWorks - Inventory Control	21 BusinessWorks - Order Entry
24	25 Distribution - Inventory Management	26 Distribution - Sales Order	27 Distribution - Purchase Order	28 Distribution - RMA
31 Data File Structures	28	29	30	

February

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Intro to Crystal Reports	2 Intro to Crystal Reports	3 Crystal Reports Beyond the Basics	4 Crystal Reports Beyond the Basics
6 MAS 90/200 Core Intro and Sys. Admin GP Financials - Foundations	7 MAS 90/200 Core General Ledger GP Financials - General Ledger	8 MAS 90/200 Core Accounts Payable GP Financials - Payables Management	9 MAS 90/200 Core Accounts Receivable GP Financials - Receivables Mgmt	10 MAS 90/200 Core Payroll GP Financials - Fixed Assets
14	15 BusinessWorks Core Intro/Sys Admin	16 BusinessWorks Core Accounts Payable	17 BusinessWorks Core Accounts Receivable	18 BusinessWorks Core Payroll
21	22 e-Business Manager	23 e-Business Manager	24	25
28				

March

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Manufacturing - Inventory Mgmt	2 Manufacturing - Bill of Materials	3 Manufacturing - Work Order	4 Manufacturing - MRP
7	8 Abra PR	9 Abra PR Job Cost	10 Abra PR Job Cost	11 Abra PR Crystal Reports
14	15 Business Alerts	16	17	18
21	22 Dynamics GP Supply Chain - IC	23 Dynamics GP Supply Chain - POP	24 Dynamics GP Supply Chain - SOP	25 BusinessWorks Crystal Reports
28	29	30 SQL Install	31 SQL Install	

Let Martin and Associates assist you with all of your training needs. Martin and Associates is constantly receiving positive evaluations and we continuously hear how "friendly, helpful and hospitable" we are. Martin and Associates not only wants each student to have a positive learning experience but also to have fun and enjoy class with their fellow students. We are one of the few training centers that offer a complimentary continental breakfast, as well as, lunch at a local restaurant.

Martin and Associates has been training and working with resellers since 1988 and became a Sage Authorized Training Center (ATC) in 1997. Starting with one training room and three trainers, we have grown to three training rooms and thirteen trainers. Our thirteen certified trainers are consulting specialists when they are not teaching; therefore, they are able to bring real world situations to the classroom.

Martin and Associates always uses Sage certified course curriculum and all of our courses include hands-on demonstrations, interactive sessions, reviews, and lab exercises. We guarantee your satisfaction!

Save the Date

Holiday Lunch and Learn Open House
December 10, 2010

For more information on upcoming events, please visit
http://www.martinandassoc.com/M&A_events.htm



Information Matters



Product	SLP	Annual Maintenance
Electronic Banking Suite		
ACH Complete - Accounts Payable; Accounts Receivable; Sales Order & Payroll Bundle	2,995.00	1,000.00
ACH Complete - Accounts Payable; Accounts Receivable & Sales Order Bundle	2,595.00	865.00
ACH Complete - Accounts Receivable & Sales Order Bundle	1,795.00	600.00
ACH Complete - Accounts Payable & Accounts Receivable Bundle	2,095.00	700.00
ACH Complete - Accounts Payable & Sales Order Bundle	2,095.00	700.00
ACH Complete for Accounts Payable	1,295.00	430.00
ACH Complete for Accounts Receivable	1,295.00	430.00
ACH Complete for Sales Order	1,295.00	430.00
ACH Complete for Payroll	695.00	230.00
Positive Pay - Accounts Payable & Payroll	1,095.00	365.00
Positive Pay - Accounts Payable	795.00	265.00
Positive Pay - Payroll	795.00	265.00
BankRec Clear	795.00	265.00
BankRec Clear and Positive Pay Accounts Payable	1,350.00	450.00
BankRec Clear and Positive Pay Payroll	1,350.00	450.00
BankRec Clear and Positive Pay Accounts Payable & Payroll	1,500.00	500.00
Sales Tax Management		
Sales Tax Management Bundle	1,795.00	599.00
Sales Tax Management - Accounts Payable & Purchase Order	1,195.00	398.00
Sales Tax Management - Accounts Receivable & Sales Order	1,195.00	398.00
Sales Tax Management - e-Business Manager	495.00	165.00
White Paper		
White Paper Suite	598.00	358.00
White Paper W2	390.00	238.00
White Paper 1099	240.00	144.00
Other		
Payroll Additional Pay Rates	795.00	265.00
Customer Sales/ Vendor Purchase History Recalculation	765.00	N/A
Magnetic Media - State Quarterly Unemployment Reporting	1,295.00	430.00
Magnetic Media - State W2 Electronic Media Reporting	1,095.00	365.00