

January 2011

# LOCIS



# FOCUS

**LOCAL GOVERNMENT COMPUTER AND INFORMATION SERVICE NEWSFLASH**

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LOCIS-FOCUS-2011-01



## FOR SALE ASUS 22" monitor

*\$195.00 plus  
shipping  
Brand new no box*

**Panel Size:** 22" Wide Screen  
**Color Saturation:** 72%(NTSC)  
**True Resolution:** 1680x1050  
**Pixel Pitch:** 0.282mm  
**Brightness (Max):** 250 cd/m<sup>2</sup>  
**Contrast Ratio (Max.):** 50000 :1 (ASCR)  
**Display Color:** 16.7M  
**Viewing Angle (CR≥10):** 170°(H)/160°(V)  
**Response Time:** 2 ms (Gray-to-Gray)

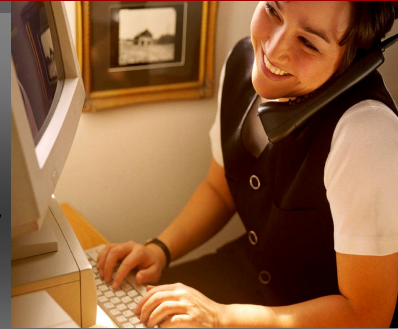
## Windows and LOCIS

Windows 2000 is no longer supported.

LOCIS 6 only runs on Windows XP.  
LOCIS 7 runs on Windows XP, Windows Vista, Windows 7 (any version but 32 bit is preferred)

LOCIS (any version) can reside on (as a server only) any Windows computer (besides Windows 98 or 2000)

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## SUPPORT

### AFTER-HOURS SUPPORT LINE

(815) 325 - 9241

Monday – Friday 5 PM – 9PM

Weekends & Holidays 9 AM – 5PM

### THIS MONTH'S EVENTS

No Classes in January

### NEXT MONTH'S EVENTS

Please check back for February thru June class schedule.

*Happy New Year*



# 2011 Payroll

After completing your last payroll for 2010 and making sure your terminal date is set to 2011, you need to change your tax rates for the 2011 tax year. We have provided a link to the IRS website for the preliminary 2011 tax tables at [www.locis.com](http://www.locis.com) under the "updates". For your convenience we have procedures for the 2010 CYE on the same updates tab. Do not forget to change your unemployment rate and IMRF.

The employee's portion of the Social Security tax, the amount to withhold from employees' salary and wages during 2011, will be 4.2% of the first \$106,800 of each employee's taxable earnings. (The employee withholding rate of 4.2% is two percentage points lower than the 2010 rate of 6.2%.) Each employee's earnings in excess of \$106,800 are not subject to the Social Security tax.

The employer's portion of the Social Security tax in 2011 remains at 6.2% of each employee's first \$106,800 of taxable earnings. There is no employer Social Security tax on any employee's earnings above \$106,800 during 2011.

In addition to the Social Security tax, the employee must have withholdings for the Medicare tax of 1.45% of every dollar of salary or wages. The employer must also pay a Medicare tax of 1.45% on every dollar of every employee's salary or wages. Hence, the combined Medicare tax for 2011 remains at 2.9% on all employees' earnings.

Self-employed individuals are responsible for paying both the employee and the employer portions of the Social Security tax and the Medicare tax.

The clients should only be changing their FICAE percentage for 2011 from 6.2 to 4.2 percent ...

# The Mail Bag



## LOCIS 6.0 or 7.0

## Calendar Year End

**Question:** Where can I find the directions for the Calendar Year End process?

**Answer:** Go to the LOCIS website, under the **updates or classes tab**, scroll all the way to the bottom, and find **CYE 6.0 or 7.0**, print it out or view on the screen.

**Question:** How do you get multiple copies of W-2's or 1099's?

**Answer:** Go right back into W-2 or 1099 printing and print as many copies as you would like.

**Question:** When trying to run the W-2 listing I received the error that there was an important file missing?

**Answer:** The W-2 create was not run.

**Question:** Which vendors need to receive a 1099?

**Answer:** The minimum Year to date purchase amount for the generation of a 1099 is \$600.00. There are no forms generated for vendors whose total purchases are less than this amount regardless of the value of the 1099 flag in their master records.

**Question:** When are W-2's and 1099's due out?

**Answer:** W-2's and 1099's are supposed to be postmarked by 01/31/2011, and W-3's and 1096's are to be postmarked by 02/28/2011.

**Question:** I need to change someone's W-2. When I go through and fix the W-2 in maintenance, do I recreate the W-2?

**Answer:** No, If you recreate, it will delete everything you did in maintenance.

**Question:** Do you have to close out the year in GME?

**Answer:** No, you can do one of two things you can close one month at a time or the entire year, however, keep in mind, the entire year close will close the year based on your fiscal year (generally April 30th), not the calendar year.

**Question:** I started to do my first 2011 Payroll and I received an error 9A some of the necessary files are not there. What do I do?

**Answer:** You forgot to setup the new calendar year from PZP.

**Question:** How do I change the Payroll taxes for 2011?

**Answer:** Make sure you follow the procedures in our CYE handout that is available on our website under the classes tab or the updates tab.