

VOLUME 24 • ISSUE 3  
Fall 2015

## INSIDE...

- 2 **President's Corner**  
Windows XP
- 2 **O&A**  
Preliminary Forms
- 3 **Windows XP**  
Support Has Ended
- 3 **ACA & PenSoft Payroll**  
Forms 1094 \$1095
- 4 **Year-End Webinars**  
Dates Available

In observance of Labor Day, PenSoft will be closed Monday, September 7th.

In observance of Thanksgiving Day, PenSoft will be closed Thursday & Friday, November 26th & 27th.



PenSoft  
151 Enterprise Drive  
Newport News, Virginia 23603  
P 757.873.2976  
F 757.873.1733  
info@pensoft.com  
support@pensoft.com  
www.pensoft.com

## The Next Generation of PenSoft Payroll

PenSoft understands payroll processing plays a vital role in the success of your organization. Your company relies on the efforts of your dedicated and loyal workforce and delivering payroll accurately and efficiently is mandatory. For the last twenty-five years, PenSoft has been a partner in meeting this demand by providing small to mid-sized businesses with sophisticated software to facilitate the tedious job of payroll processing while providing one-on-one customer support.

The wide release of 2016 PenSoft Payroll will occur on December 14th this year. After five years of research and development, customers will have the workforce management tools they need within PenSoft Payroll. The diversification of today's workforce drives PenSoft to identify new and better solutions. The ability to manage

work locations, allocate costs across multiple cost centers, and access data for better analytics improves business decisions affecting your bottom line.

### Feature Highlights

- Fully integrated personnel management capabilities
- Improved payroll processing
- Simplified main window dashboard
- Revised security model
- Organizational tools - i.e. events calendar, update & backup notifications and customizable schedule for pay dates
- Multiple system integration

**The Next Generation**  
The next generation of PenSoft Payroll will be released to all in December 2016.

PenSoft Payroll is a blended solution of workforce management and payroll efficiency. This new suite of tools will provide you with the ability to simplify payroll management through integration

See **Generation**, page 3

## Password Management Solutions

The growing prevalence of widely publicized data breaches is sparking a change in the attitudes of business leaders when it comes to cyber security. Business owners can no longer ignore the drastic impact a data breach has on a company's reputation. The adoption rate for cyber insurance has more than doubled over the past year and illustrates business' sense of urgency to establish procedures and policies to protect data from internal and external threats.

Cyber security specialists recommend using strong passwords for each application/website and never to repeat the use of a password. While it is a best practice, it can be daunting for even the most organized professional to remember numerous passwords and the reason many have resorted to using a password manager.

### Password Managers

A password manager is a software application that stores and organizes a user's passwords. Typically the stored passwords are encrypted and require the user to enter a "master password" to gain access to the database of stored passwords.

**Password Manager**  
Utilize a software to help store your passwords.

Password management solution web apps offer robust features such as generating secure random passwords, auditing your passwords, and storing additional confidential information, for example your log-in information. Many solutions offer the ability to incorporate a two-factor authentication process and more granular levels for securing access to passwords.

See **Passwords**, page 4



Leroy Newman  
President & CEO

## President's Corner

2016 is fast approaching. Our new generation of PenSoft Payroll will be released for 2016 to all PenSoft customers in December. We had a limited release of this product for 2015, and appreciate the comments, suggestions and bugs reported by our limited use customers this year.

This new generation software has additional capabilities and some navigation differences from the 2015 product so we encourage you to take advantage of the webinar we are offering. This will help you be better prepared to process your first payroll in 2016.

### XP Operating System - Critical!

Microsoft no longer supports the "Windows XP" operating system meaning it stopped providing security updates. To provide the best security in 2016, PenSoft Payroll will be based on the Microsoft .Net Framework 4.5. As a result, 2016 PenSoft Payroll will not support Windows XP. If you have not already done so, update your operating system now so you will be ready for your first pay date in 2016.

If you have any questions about 2016 PenSoft Payroll on Windows XP call Program Support at 757-873-1199.

## Preparing for 2016

If you haven't already renewed your software for 2016 now is the time to do it. All prepaid orders will be shipped on December 14, 2015. It's also time to order your W-2 and 1099MISC forms. Prepaid forms orders will ship November 16, 2015.

## Employees

Kenneth Rockett, Programmer, celebrated 10 years of outstanding service at PenSoft. After serving our country for 8 years in the U.S. Army (thanks for your service), Ken went to ECPI where he received an A.A.S. in Computer Science, Programming. Just prior to graduating he was hired at PenSoft as a Junior Programmer and later was promoted to Programmer.

Kenneth excelled in all his tasks and professionally grew through persistence and dedication. He has been instrumental in the development and maintenance of several PenSoft products and services including the latest generation of PenSoft Payroll scheduled for a full release this December. Thanks Kenneth for 10 years dedicated service and congratulations.

Denise Beaumont, Program Support Consultant, joined PenSoft on August 10, 2015. She came to us with several years of payroll experience and has displayed an eagerness to learn how to best support our customers. Welcome Denise.

## Q&A

**Q.** Can I preview my W-2s before printing?

**A.** Yes! We suggest routinely displaying your W-2s throughout the year to review them for accuracy. Prior to the fourth quarter you will see "Preliminary Form Do Not File" displayed on them. This watermark will be removed once the final form has been released in the software. It is released within the fourth quarter update.

**Q.** Why does the Form 940 show "Preliminary Form Do Not File"?

**A.** The Form 940 is an annual form. Updates from the IRS are typically released during the latter part of the year. To ensure our customers are preparing forms using the latest updates, PenSoft restricts printing of Form 940 until the IRS releases the final form.

**Q.** Is PenSoft Payroll compatible with Windows 10?

**A.** Yes! 2015 and 2016 PenSoft Payroll are compatible with Windows 10. You can also run PenSoft Payroll on Windows 7 and Windows 8 (32- and 64-bit versions). To see the system requirements visit:  
[www.pensoft.com/payrollsoftware/systemrequirements.aspx](http://www.pensoft.com/payrollsoftware/systemrequirements.aspx)

**Q.** I missed the last free webinar. Where can I keep up-to-date on future ones?

**A.** Sorry you missed our latest webinar. Follow our blog at [www.pensoftblog.com](http://www.pensoftblog.com) this is where we post all upcoming webinars first.

**Q.** I'm excited about the next generation software to be released in 2016. Can I get a head start in learning the software?

**A.** Yes! You can download a 2015 PenSoft Payroll trial today at [www.pensoft.com/freestuff/trialsoftware.aspx](http://www.pensoft.com/freestuff/trialsoftware.aspx) or come to our headquarters location in Newport News, VA for training. Our quarterly training will focus on the next generation and we have dates still available for 2015! Our training is very reasonable starting at \$299 for the first attendee. Add an additional person from the same company for \$269. Day two sessions are also available starting at \$199 for the first attendee and \$169 for any additional person from the same company. Training is available September 14-15 and December 7-8.

**Interested?** For more information visit

[www.pensoft.com/training/payrolltraining.aspx](http://www.pensoft.com/training/payrolltraining.aspx)

## Retirement of Support of Windows XP

*Microsoft ended support for Windows XP as of April 8, 2014*

Technology continues to evolve at an extremely fast pace and for many businesses once they find an operating system they like they are reluctant to upgrade with the introduction of newer technology. The ever-popular Microsoft operating system “Windows XP” has a loyal fan base that have yet to upgrade. Windows XP is over 12-years old and it is important users understand the risks of continuing to use it.

Frequently, when PenSoft expresses concern regarding the use of outdated operating systems, clients will respond: “It still works great so I do not see the need to spend the additional money to upgrade.” It is the motto: If it’s not broke, then why fix it?

**Important News:** Microsoft ended support for Windows XP in April of last year. Microsoft terminated all operating system and online technical content updates. Seventeen months have passed since the last available security update and customers still using

Windows XP are putting their company, clients, and employee information at risk.

2016 PenSoft Payroll will not support Windows XP due to limitations in Microsoft’s .Net framework. It is critically important for PenSoft customers to upgrade from Windows XP as soon as possible to avoid any interruption in the use of services.

For questions regarding installing PenSoft Payroll on a new Windows operating system, contact Program Support at [support@pensoft.com](mailto:support@pensoft.com) or call 757-873-1199. Program Support is available Monday – Thursday from 9am to 6pm and Friday 9am to 5pm Eastern.

---

## Affordable Care Act Reporting & PenSoft Payroll

---

We have received phone calls and e-mails from many of you in regards to the Forms 1094 and 1095. We understand the new reporting requirements have presented many challenges. We have been working closely with government agencies and other software providers to assist our customers in complying with the new reporting requirements.

PenSoft will not be adding the Forms 1094 and 1095 into PenSoft Payroll. There are multiple data elements required for the forms that are not supported within PenSoft Payroll and the reports would be incomplete. Some of those elements are:

- Minimum essential coverage offer indicator.
- Transition relief indicator.
- If employee and family members were offered health coverage each month that met the minimum value standard.
- Ability to flag an employee on a month to month basis as full time.
- Flag for the affordability safe harbor applicable for the employee.
- Names and employer identification number of other employers that are in a controlled group or affiliated service group with the employer.

While we will not be adding the forms into PenSoft Payroll, we will assist customers to generate user-defined summary reports for the ACA elements that are in PenSoft Payroll. Please call Program Support at 757-873-1199 for assistance on how to generate the user-defined report and how to export the file in a CSV format.

---

### Generation, continued from page 1

of data with general ledger applications, a single database of information and improve the overall effectiveness of your payroll staff.

Download a trial of 2015 PenSoft Payroll to experience the upgrades and streamlined structure of the next generation. Interested in a guided tour? Sign up for a free webinar on September 17th at 1pm Eastern time.

PenSoft is hosting a no-cost seminar exclusively for current customers to get a sneak peak at the next generation of PenSoft Payroll. The informal seminar will showcase the latest and greatest features including the integration of employee management capabilities.

Space is limited! Go to <https://attendee.gotowebinar.com/rt/7800615354068049921> to sign up today!

## Best Practices

### *Enable password protection within PenSoft Payroll if it is not already set up.*

- Make sure you are using a strong password being careful not to use common default passwords. Examples of poor passwords: 1234, child name, or your birth date.

### *Incorporate numbers and special characters as part of your password.*

- Incorporating numbers and special characters makes it difficult to guess and less likely to be compromised. Hackers are looking for a “quick” steal, and if it takes too many attempts, they will be more inclined to move on to the next victim.

### *Change passwords when employees terminate.*

- PenSoft strongly recommends changing passwords when employees leave the company who previously had access to the software. This policy should apply to both voluntary and involuntary terminations.

### *Keep your password safely stored.*

- Do not leave your password written down in a place where others can easily find it. There are several reputable password management solutions available. Password managers are all designed to take the pain out of remembering hundreds of unique passwords—a necessity if you want to minimize your security risks.
- Internet Explorer, Chrome, Firefox, and other browsers can save your logins and basic information for automatic form-filling. While this is convenient because you do not have to download or set up another app, it is not the most secure, robust or recommended option.

There are skeptics who will debate the security of a password manager. The opinion is if a hacker gains access to your password manager then they have access to the entire database of passwords. There is no debating this point, but it is important to understand the use of a very strong password with a password manager is safer than using the same password for multiple logins.

While password management solutions and security practices alone cannot offer a guarantee against an attack, they serve as added layers of security to deter and defend against access by unauthorized individuals.

For assistance or questions regarding the security features within PenSoft Payroll call Program Support at 757-873-1199 or e-mail [support@pensoft.com](mailto:support@pensoft.com).

## Year-End Webinar Dates

In less than three months the year 2015 will come to an end. Now is a good time to think about taking a refresher course on year-end processing and the related annual tax returns. Are you aware of the new legislative tax changes potentially affecting your organization? Is your organization adhering to the Affordable Care Act filing requirements? Do you know the deferred benefits cutoff amounts for the tax year 2016?

Payroll has become an intricate and changing industry. Federal and state government rules and regulations are constantly changing making it challenging to stay compliant. Attending our year-end webinar will provide you the basics of year-end processing and reconciliation. Our team will present valuable information on how to create a plan for managing the year-end process. Gain knowledge to ensure it is smooth and stress-free and learn tips about maintaining year-end payroll compliance.

Sign up for a year-end webinar and learn in the convenience of your office. All training is held at 2pm Eastern time.

### Available Dates

- November 4
- November 11
- November 18
- November 25
- December 2

Hurry! Space is limited, and seats fill up quickly.

Call 888-PENSOFT (888-736-7638) to sign up. Training is \$99 per phone connection.

### RCH Credits

The American Payroll Association has approved the webinar for 1 Recertification Credit Hour (RCH). For RCH credit, the course cannot be repeated within one year from the original webinar date.

Leroy Newman  
*President & CEO*  
Stephanie Salavejus, CPP  
*Vice President & COO*

Melineé Cody, CPP  
*Director of Support & Training*

Heidi Heretick  
*Director of Sales & Marketing*  
Paul MacDonald, MCSE  
*Director of Information Systems*

**Contributing Writers**  
Program Support Department  
Sales Department

PenSoft  
151 Enterprise Drive  
Newport News, VA 23603  
**Info:** 757-873-2976  
**Support:** 757-873-1199  
**Fax:** 757-873-1733

[info@pensoft.com](mailto:info@pensoft.com)  
[support@pensoft.com](mailto:support@pensoft.com)  
[www.pensoft.com](http://www.pensoft.com)

Published 4 times a year.  
©2015 Peninsula Software of Virginia, Inc.

PenSoft is a registered trademark of Peninsula Software of Virginia, Inc.  
All other product names are trademarks of their respective companies.  
Articles published in this newsletter are intended as general guidelines. PenSoft shall not be liable to any person or entity with respect to any liability, loss, or damage caused or alleged to be caused directly or indirectly by this publication.