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TCI is an Infinium Business Partner



Greetings and Happy Holidays!

TCI wishes you a happy holiday season! We wanted to remind you of some year end tips that might make your holidays even brighter!

Infinium Payroll Year-end Processing Tips

Crunch time during Payroll year-end processing can be extremely frustrating; however, you can ease that pain by doing tasks during the year that make the year-end process go smoother.

To view the tasks to perform prior to year-end, the common mistakes to avoid, and several suggestions on being prepared for your 2013 Payroll Year-end view the complete [Infinium Payroll Year-end Processing Tips article](#).

Infinium Benefits Administration Year-end Sample Checklist

You need to stay on top of your benefits plans from year to year and this includes completing predetermined tasks in the proper order at year-end.

View the detailed, step-by-step [checklist](#) to help you manage this task.

Year-end Cleanup for Infinium MM/PR

It's almost that time of year to clean up your transaction and history files. Follow our [checklist](#) to know which files to purge and which files to reset.

Follow-up Links

[TCI Website](#)

[TCI Infinium User Conference Slides](#)

[Infor Xtreme Website](#)



[Watch the 2013 Infinium User Conference Highlight Video!](#)

Need Some Upgrade Assistance?

Planning for and conducting upgrades are stressful tasks. If you find yourself needing some help, just let TCI know. TCI has been performing Infinium upgrades for over 20 years; we are experts at this and often can complete them faster and easier than most customers can.

If you are curious about us assisting you with your upgrade, we have a short survey we ask you to complete, and then once returned to TCI, we can estimate how long it will take us to manage and execute your upgrade based on your answers. Just click [survey](#) to obtain an upgrade survey and then please return any completed surveys to [Jerry Daniel](#).

Digital Designs W-2 Tax Time Tips

* Begin testing early to allow plenty of time for last minute tweaks.

* When using the Digital Designs' DocAgent Online Solution:
- [With the Opt-In module] Be sure to establish a deadline for electronic opt-in selections at least 1-2 weeks prior to your anticipated processing date. Most companies typically use December 31st as their cutoff date.

- Export and review your DocAgent Online Opt-In results.
- Follow the procedure established for your install to enable the FS4 no-print function for those employees who have waived the W2 print requirement.

* When using Digital Designs' FormServer for W2 printing:

- Verify you have an adequate supply of the correct W2 forms for your customized FS4 job setup.

- Allow for corrections and the replacement of damaged documents.

- Be sure to select Infinium Form Type 1 and change the AM2000 printer control DEVTYPE from *afpds to *scs.

- Print several pages on blank paper as a sample test to ensure the format is correct. [We advise the sample include employees with check marks in box 13 (Statutory employee, Retirement plan, and Third-party sick pay), multiple items for boxes 12 Codes, multiple items for box 14 (Other), and multiple state/city income withholding reporting.]

- If you are using W2 forms with envelopes, it is

important to verify that the correct information is displayed in the envelope's windows, and does not show any portion of the employee's social security number.

* Contact your software solution representative with any questions prior to processing.

TCI sincerely hopes you have safe, healthy, and happy Holiday Season! If I can help you with any Infinium matters, please do not hesitate to contact me.

Sincerely,

Jerry Daniel

Director Infinium Practice, TCI

jdaniel@tcipro.com, 502.314.3733

