SPECIALIZED DATA SYSTEMS

SDS Touch Base Tuesday Agenda

January 26, 2021

Presenter: Kim w/ Guest Debbie

1. **Trending Topics:**

   - ✓ Calendar Year End Checklist
   - ✓ How to report COVID wages not completed through payroll?
   - ✓ How to see if there was changes to an employee YTD record?
   - ✓ How to update multiple employee Demographic records at once?
       - i. Colorado Updating HR Pipeline Records
   - ✓ When/How to use Batch numbers in AP, CR, PR and JE?
   - ✓ Question & Answers for W2 and ACA Reporting
   - ✓ 1099 NEC & 1099 MISC: Red forms printed separately, electronic file combined
       - i. Apply for TCC# right away, to file electronically for 2021 Vendors. No printing alignment issues, No need to purchase "Red Forms", especially at the last minute.

2. **Enhancements and News:**

   - ✓ How to inactivate the "?" on the home screen?
   - ✓ Add, Change Employee Information, Contracts: Tax Indicator Field Added
   - ✓ New Look and Browse Enhancement, Coming 2/1/2021
   - ✓ W2 and 1099 Order Forms are Online and Available

3. **Looking forward**:

   - ✓ Free Michigan User Conference coming March 16, 2021
   - ✓ Annual Conference Dates Coming Soon!