

Important!! Please Read!!

June 22, 2009

To: Payroll Clients\Customers

From: Mark Clason
President – Payroll Systems

Dwight Wagner
Director of Operations – Payroll Systems

Re: Banking Direct Deposit Changes (does not affect all Clients)

If your employees are paid via direct deposit the banking change outlined below will have a significant impact on your employees. As many of you are aware employees that are paid via direct deposit, are currently paid one (1) day prior to actual check date. This was primarily due to a banking software limitation. ***Example – if your payroll was processed on Wednesday to pay Friday, your employees on direct deposit were paid on Thursday. Employees receiving actual “cashable” checks, received checks dated for Friday.*** Our Direct Deposit processing bank has upgraded their software, such that we can now correctly date employee direct deposits to correspond with actual check date. That being said:

- **Effective for payroll check dates July 27th and later - ALL employees receiving direct deposit will see those monies posted to their account(s) on check date.**

For most employers this is a welcome change, simply because ALL employees should be paid in accordance with your employer’s handbook, or as stated on your Employer Federal\State Posters describing “pay dates”.

We are making you aware of this change 30 days prior to implementation so you have time to advise all your employees. We also understand that this will be a significant change for some employees. If you would like a letter from us to your employees, explaining the change, we’d be glad to email it to you for distribution to your employees. This letter may also be downloaded and printed from our website at www.payrolldoneright.com in the “Announcements” area of our Home Page. ***If this change effects your organization and you have questions or concerns, please contact your Payroll Specialist as soon as possible for more information.***

In addition, we are also making the Processing Fee Invoice and ACH Direct Deposit Reports easier to read and comprehend. The Processing Fee Invoice will now only display “fees” associated with your payroll. The ACH Direct Deposit Report will now detail withdrawals from your account for Net Checks, Taxes, Fees and Vendor Payments (if you have any). You will now be able to look at your ACH report and easily see total payroll cost.

We here at Payroll Systems strive continuously to better ourselves, products and services. We thank you for your business and loyalty. If you have questions on either of these updates, please call your payroll specialist.

Best Regards.

ACH\Direct Deposit Reminder

July 1, 2009

(A reminder to the letter sent out on June 22th 2009)

On June 22 of this year we sent out a letter (reprinted on other side) regarding some changes we needed to make with all clients that use direct deposit. Previously many of our customer's employees who used direct deposit, would have their pay deposited to their account 1 day prior to check date. In short, this change is that:

ALL employees receiving direct deposit will see those monies posted to their account(s) the same day as the payroll check date.

This will be effective on all payrolls with check ("pay") dates on July 27th and later.

We understand this will be a significant change for some employees, please notify all your employees as soon as possible. If you would like a letter from us to your employees, explaining the change, we'd be glad to email it to you for distribution to your employees. This letter may also be downloaded and printed from our website at www.payrolldoneright.com in the "Announcements" area of our Home Page.

If you have any questions, please call your Payroll Specialist or myself.

Thank you and Best Regards,

Dwight Wagner
Director of Operations
Payroll Systems