



QuickBooks E-News

The power to manage your business more effectively



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Volume 12 | Welcome, Subscriber!

Harnessing Your People Power



Managing your greatest resource — your people — can be challenging to even the most experienced business owner. Whether you have full-time or part-time employees, contractors, or even family members helping you with your business, be sure you stay up-to-date with the latest laws, rules, and regulations affecting employers.

- Learn how to track and record workplace injuries and illnesses, and find out what to do if you have a catastrophe at your work site. See [OSHA requirements on injury and illness record keeping](#).
- Use [IRS guidelines](#) to determine how to classify your workers.
- If you need help understanding laws related to hiring and firing, you can get free counseling at a local Small Business Development Center (SBDC). These Centers provide training, counseling, research and other specialized assistance at nearly 1,000 locations nationwide. [Find a Center near you](#).

All in the Family Business

One advantage of operating your own business is hiring family members. But employment tax requirements for family employees may vary from those that apply to other employees. [Learn what the IRS has to say](#) about hiring family members.

New Overtime Regulations — Are You in Compliance?



As of August 23, 2004, the new FairPay Overtime Initiative went into effect. Even though Congress continues to debate these overtime changes, it is important to note that there is no leniency from the Department of Labor. Non-compliance could equate to audits and hefty fines.

- [Find out more](#).

Featured Products & Services

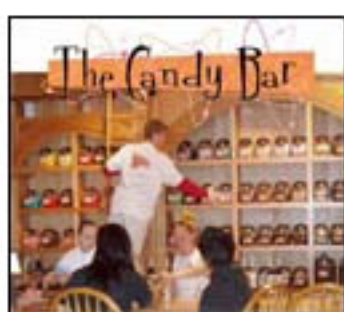
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Call 1-866-272-8732 and mention source-offer C29691-P29969 to get QuickBooks Employee Organizer for only \$199 (regular price is \$299.)

Hurry, offer expires **October 22, 2004**. Call for this special offer today!

Success Stories

Candy Store Owner Sweet on QuickBooks 2004



Kiki's Candy Bar is a dream world of all things sweet, including designer chocolates, gumballs, syrupy cocktails, and hard-to-find retro candy. Owner Christy Weinstein, or "Kiki," runs a high-energy business in Palo Alto, CA, that offers walk-in retail, corporate gift buckets, and birthday parties in her store

or in her customer's backyards. See how QuickBooks POS and QuickBooks: Premier Retail Edition 2004 help Weinstein manage her [red hot business](#) and track inventory down to the last Tart N Tiny.

Find out more about [about QuickBooks solutions for retailers](#).

Quick Tips: Expert Answers & Software Shortcuts

Using QuickBooks for Employee Management

QuickBooks includes many different tracking, reporting and communication tools that can make employee management easier.

Q: How do I create an employer report that shows employee limits and balances of sick and vacation hours?

A: [Modify the Employee Contact List report and memorize as Employee Sick/Vacation Hours report.](#)

Q: How do I create an employee memo that shows balances of sick and vacation hours?

A: [Use Write Letters in QuickBooks Pro and above to merge the hours into MS Word.](#)

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- FREE Forms — four FREE W-3 Forms with each W-2 order and four FREE 1096 Forms with each 1099 order.

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* QuickBooks 2002 and higher users must be current Do-It-Yourself Payroll Service Subscribers.

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