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New Year's Resolutions for Businesses

Symmetry Software Offers 5 Tips to Help Boost Operations in 2007

SCOTTSDALE, Ariz. (Dec. 18, 2006)... Millions of Americans are resolving to change their lives for the better. Why not take this time to do the same for your business?

A few simple moves can help businesses of all sizes churn greater profits, says Samuel Kerch, CPA, controller for Symmetry Software.

"The New Year is the perfect time to make any needed changes in daily operations," he said. "Many individuals are vowing to make changes in their personal lives, so new plans on the business side are a natural progression on this theme."

Kerch offers five tips for making the best of 2007:

- **Reevaluate Your Business Plan** – When was the last time you revamped your business plan? Companies that thrive on innovation need to continually reevaluate the plan. A five-year-old plan contains ideas that are five years old; in this era of innovation, that can be an eternity. Some items to consider: has your customer base changed or should it? Can you be more profitable and efficient by changing the number or types of employees you have? What are your short and long term goals and how will you achieve them?
- **Streamline Payroll** – Whether a company has five employees or 5,000 employees, streamlining payroll operations can be beneficial to both the employer and the employee. Don't keep large files with hundreds of blank tax forms. You run the risk of providing employees with outdated information. To remedy this, download current tax forms from the Internal Revenue Service Web site at www.irs.gov on an as-needed basis. Companies needing tax withholding forms can download them as needed for free at www.StateW4.com. Additional software available at www.StateW4.com enables employers to completely automate the payroll process, eliminating outdated forms and all-too-common entry errors. Employees can be certain their withholding forms have been filled out correctly, and the data can be uploaded to the company payroll system with a few mouse clicks.
- **Clean House** – Is your office drowning in paper? Not only is the mess confusing, a long paper trail is also a security risk. Payroll forms, invoices, employee verification documents, deposit slips and time cards all pose liability risks if they fall into the wrong hands. Companies of all sizes are now adopting document management systems that

allow the company to “go paperless.” This helps larger companies keep track of thousands of sheets of paper that may have otherwise been sent to off-site storage. Recalling those files is costly and time consuming. In addition, employers can control access to digitized documents by limiting permission for viewing or changes to specific users. This is especially important in offices where security is paramount, such as those where financial or medical information is stored. When transferring to automated systems, be sure to dispose of outdated files correctly. Files with confidential client or employee information need to be shredded.

- **Implement/Refine Your ESS System** – A new study by America's SAP (Systems, Application and Products in Data Processing) Application Users' Group found companies with Employee Self-Service (ESS) systems have human resource transaction costs that are 26 percent lower than those that don't. ESS enables employees to view and update their own payroll and personal information, taking the middleman role out of the HR department, increasing productivity and driving down costs. Personalized payroll calculators, like those offered at www.PaycheckCity.com, allow employees to model "what-if" scenarios using their wages and other payroll figures to determine the impact changes make on take-home pay, such as incorporating a retirement plan, having a baby or a change in marital status. Businesses can also incorporate and customize the calculators offered by www.PaycheckCity.com into their own employee Web sites and intranets.
- **Upgrade Technology** – If you are comfortable dancing to the beat of a Walkman and think Windows 98 is as good as it gets, your clients and/or employees may disagree. Evading the wave of technology can severely limit a business' capability to expand in the future, both in terms of staff and revenue. While keeping pace with rapid advancements may seem impossible, small changes can yield big results. Upgrade frequently-used software, download software security patches and invest in comprehensive virus protection and network firewalls. Outdated software directly affects worker productivity. You should also make efforts to keep your company Web site updated with current information and professional design.

About Symmetry Software

Founded in 1984, Symmetry Software specializes in payroll and payroll-related withholding tax software applications for the Internet and corporate intranets. Based in Scottsdale, Ariz., Symmetry runs three payroll-related Web sites:

www.PaycheckCity.com: Symmetry's most popular Web site receives more than 2.5 million page views each month. As one of the most-visited payroll support sites on the Internet, this Web site offers employees self-service tools for paycheck management including free personal finance calculators. Individuals can model "what-if" scenarios using their wages and other paycheck figures to determine the impact on “take-home pay” when they adjust their withholding, add the impact of voluntary savings programs and retirement plans, note the tax advantage of cafeteria benefit plans, change marital status or have a baby.

www.StateW4.com: Making one's way through the maze of state withholding requirements and forms is a challenge for the most experienced HR professional. Symmetry's www.StateW4.com is a “must-have” tool for companies with employees in multiple states. Using the site's online form-preparation process for federal, state and local withholding forms, which includes built-in error correction and data validation, can ensure that HR departments have access to the latest reciprocity information and forms.

www.payroll-taxes.com: This Web site has a payroll research library for industry professionals that also includes free paycheck calculators and a paycheck community message board

For more information please visit www.symmetry.com or call (480) 596-1500.

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