

# PeopleSoft Year-End Processing and Tax Updates: A More Effective Approach

*Utilize your resources more effectively*

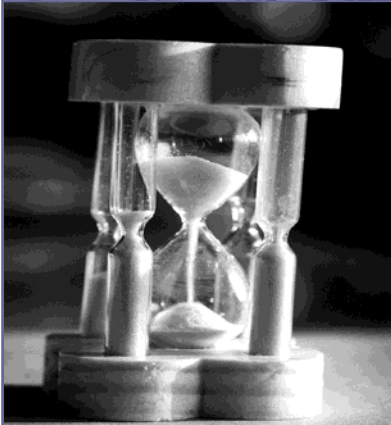
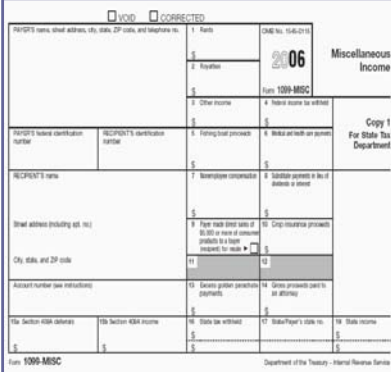
Let LBi show you how you can achieve significant benefits by out-tasking the application of PeopleSoft (Versions 8x and 9x) Tax Updates and the processing of Year-End. Our solution gives you the maximum flexibility in your own staffing and provides a unified support paradigm for critical, highly visible, but non-core business processes.

## Brief Overview of the LBi Process

- Establish task schedules and priorities
- Create a calendar of events to be used as a template for complete documentation of the entire process
- Perform the required legal and regulatory changes as published by PeopleSoft, or requested by you, to keep both the Year-End and the Tax Update processes in compliance

## Benefits to You

- Ability to focus on and manage your core business initiatives
- Capability to ensure SOX compliance through the use of documented, automated processes
- Flexibility to redeploy resources previously needed for repetitive work
- Power to control future expenses, based on a long-term, fixed-fee contract





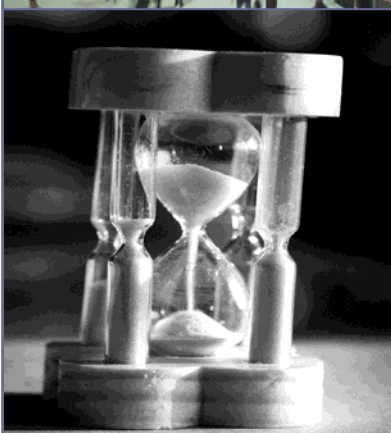
## The Services in Detail

We offer the following support for your Tax processing, including all of Year-End:

- Complete review and analysis of the impact to all of the major components of the processes (e.g., last payroll of the current year, core tax processes, functional tax processes, first payroll of the new year, etc.)
- Build a calendar of events to use as a template for the annual business process
- Create and maintain a comprehensive program/process inventory including customizations to any PeopleSoft programs and objects and any special queries required for “data cleanup” and balance adjustments
- Analyze all modules and make all necessary modifications based on statutory and compliance requirements
- Work with business partners to create test and/or use cases in support of all testing phases, test payrolls (including last payroll of current year and first payroll of new year), and review outside vendor interfaces
- Review and analysis of the test results before turnover to the business partners
- Creation and management of the “go live” plan
- Produce all W-2s, 1099-MISC forms, Puerto Rico W-2 and 1099-MISC (W2-PR and 480.6b forms), T4 (Canadian) forms, etc.
- Create all required federal and state magnetic media/electronic files

As part of this service, LBi will utilize the unique software we have developed over the years in our support of these functions. We can provide you with the following to aid in the expediency and necessary controls that are required for your corporate reconciliation process:

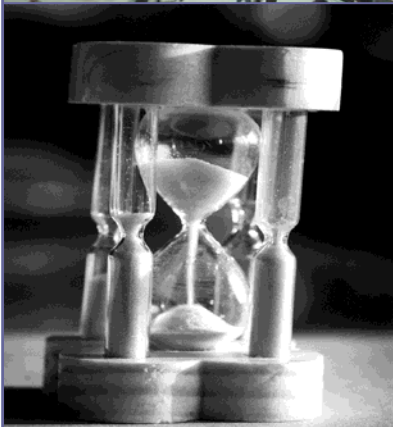
- Automated payroll check compare
- Interactive batch job scheduler
- Automated General Ledger reconciliation to augment business review
- Automated secure source library vs. production source comparison
- Tax update/regression test setup scripts





<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		1. Recs    (OMB No. 1545-0047)	
RECIPIENT'S name, street address, city, state, ZIP code, and telephone no.		2. Recs    2006    Miscellaneous Income	
RECIPIENT'S tax identification number		3. Other income    4. Total income to be reported	
RECIPIENT'S name		5. Federal income tax withheld	
Street address (including apt. no.)		6. Taxable amount in lieu of interest or prize	
City, state, and ZIP code		7. Nonexempt contribution	
Account number (see instructions)		8. State income tax withheld	
Tax Section 6324 (optional)		9. State income tax withheld	

3,008	0	1,898	3,261	22,950	22,950	0	1,129	2,350
2,997	0	1,800	3,250	22,900	22,900	0	1,121	2,340
2,987	0	1,792	3,240	23,000	23,000	0	1,113	2,330
2,976	0	1,784	3,229	23,050	23,050	0	1,105	2,320
2,966	0	1,776	3,208	23,100	23,100	0	1,097	2,310
2,955	0	1,768	3,198	23,150	23,150	0	1,089	2,300
2,945	0	1,760	3,187	23,200	23,200	0	1,081	2,290
2,934	0	1,752	3,176	23,250	23,250	0	1,073	2,280
2,924	0	1,744	3,166	23,300	23,300	0	1,065	2,270
2,913	0	1,736	3,155	23,350	23,350	0	1,057	2,260
2,903	0	1,728	3,145	23,400	23,400	0	1,049	2,250
2,892	0	1,720	3,134	23,450	23,450	0	1,041	2,240
2,882	0	1,712	3,124	23,500	23,500	0	1,033	2,230
2,871	0	1,704	3,113	23,550	23,550	0	1,025	2,220
2,861	0	1,696	3,103	23,600	23,600	0	1,017	2,210
2,850	0	1,688	3,092	23,650	23,650	0	1,009	2,200
2,840	0	1,680	3,082	23,700	23,700	0	1,001	2,190
2,829	0	1,672	3,071	23,750	23,750	0	993	2,180
2,819	0	1,664	3,061	23,800	23,800	0	985	2,170



**Success Story**

One of our clients asked us to come in and aid them in their year-end tax reporting processing. It was in late October when we began reviewing their environment. As in many production environments, documentation sometimes is lacking in how annual processes are performed. We spent the next four months documenting the entire process and by January we were in a position to successfully complete the year-end cycle for them.

For the following year-end cycle the whole process was performed based on the comprehensive program/process inventory and calendar of events that were created in the prior year. This process has been in place for many years and is still used today to drive the year-end business process.

**About LBi Software**

LBi Software specializes in Human Capital Management software products and services using the latest Web 2.0 and IVR/Speech Recognition technologies. LBi's HCM products are turnkey web applications that integrate with enterprise HCM systems, including PeopleSoft and JD Edwards:

**CaseManager** - A Help Desk tracking and workflow tool that includes the ability to create a knowledgebase on the fly

**At-Trac** - Time and Attendance tracking and workflow

**BENROLL** - An on-line benefit enrollment application that allows employees to enroll in benefits on the web. Full e-mail integration provides employers with a paperless open enrollment.

**ESS** - An Employee self-service portal solution that gives employees instant access to both their own employee data and corporate information from their desktop, web, and/or phone.

For more information, please visit our website: [www.lbisoftware.com](http://www.lbisoftware.com)

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