

AME SOFTWARE PRODUCTS, INC.

INSTRUCTIONS FOR SETTING UP “NEW HIRE” EMPLOYEES

The HIRE Act offers employers incentives for hiring unemployed workers and retaining them for at least one year. Applying the Act is optional. If the employer elects to implement the Act the employer is exempt from paying the employer portion of the 2010 Social Security taxes for qualified employees hired between Feb 3, 2010 and Jan 2011. The exemption is applied to wages paid to qualified employees between March 19 and December 31, 2010.

Who is a Qualified Employee under the HIRE Act?

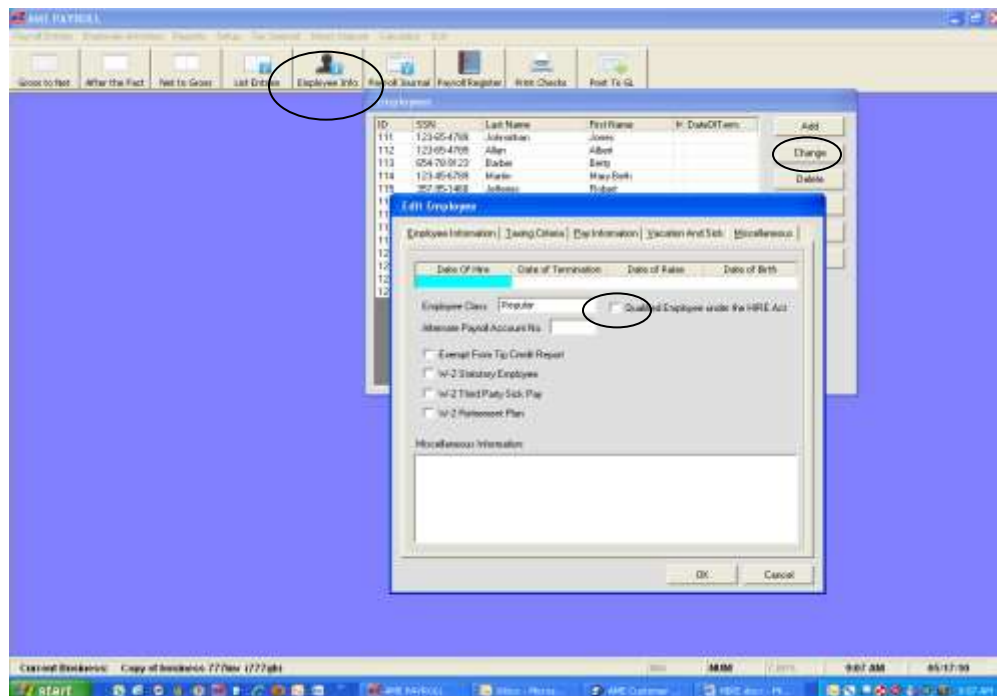
- Started working after Feb.3, 2010 and before Jan 1, 2011
- Has signed an IRS Form W-11 (available in the AME program under Reports, Federal Reports).
- Is not a family member or relative.
- She/he has not been employed for more than 40 hours during the 60day period before starting to work.

Who is not Qualified Employer under the HIRE Act?

- Government, US, State, or Local government or a household employer.

What do I need to do in AME to setup the New Hire Act?

- Each employee who qualifies will need to be designated as such. Go to Payroll, Employee Info., Highlight the employee, click change, select the Miscellaneous tab and check the **Qualified Employee under the HIRE Act** box. If this box is checked the program will assume the employee meets the requirements. It is the employer’s responsibility to insure the employee qualifies.



The payroll for each selected employee will be processed and reported in accordance with the HIRE act guide lines for the:

- The SS wages for Qualified New Hire employees will display separately on a Journal Report and a Register Report.
- **941** 2nd quarter will provide the appropriate information as required on lines 6a, through 6e, and 12c and 12d.
- The information will display in the appropriate box with the required CC designation on W2 and the W-3 at year end.