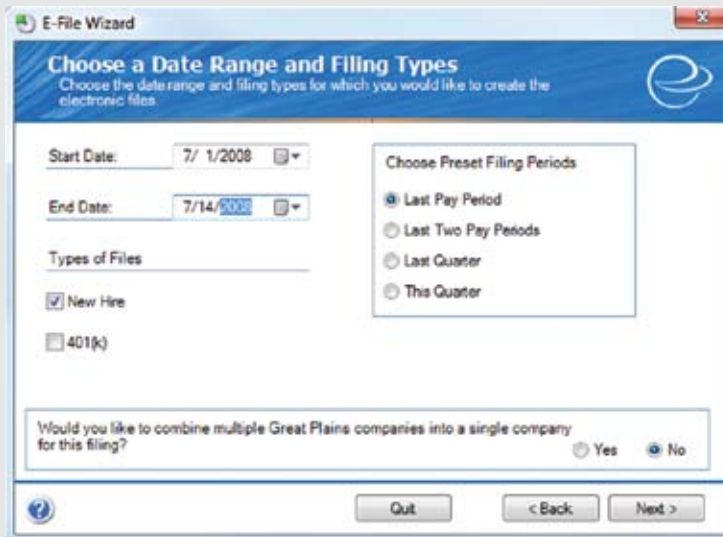


STATE NEW HIRE REPORTING

Employers are required to report all newly hired employees to the employee's home state within twenty days of their hire date. Normally, this requires manual reports to be sent on paper to various state agencies.



The screenshot shows the 'E-File Wizard' window with the following details:

- Title Bar:** E-File Wizard
- Section Header:** Choose a Date Range and Filing Types
- Instruction:** Choose the date range and filing types for which you would like to create the electronic files.
- Start Date:** 7/1/2008
- End Date:** 7/14/2008
- Types of Files:**
 - New Hire
 - 401(k)
- Choose Preset Filing Periods:**
 - Last Pay Period
 - Last Two Pay Periods
 - Last Quarter
 - This Quarter
- Confirmation Question:** Would you like to combine multiple Great Plains companies into a single company for this filing?
 - Yes
 - No
- Buttons:** ? (Help), Quit, < Back, Next >

Reporting Made Easy

Using the Greenshades Center for new hire reporting makes it easy to comply with reporting requirements. In addition to being faster and easier than paper reporting, electronic reporting allows information for multiple states to be reported to a single state. Using a direct integration to Microsoft Dynamics GP and SL, the Greenshades New Hire module will create a correct e-file for reporting all of your newly hired employees.