

703 N. Main Street

Suite C

Summerville, SC 29485

Phone: 843-851-2289

Fax: 843-871-8511

support@aappayroll.com



Newsletter

October 2009

Business Spotlight

We would like to welcome a long standing client back to AAP!
Thank you for your business!

**Vickery's Bar & Grill, Vickery's
Shrimp Boat Lane & Gene's
Haufbrau**

Customer Care Manager

With an ever growing client base, AAP and its associates want to be sure that we are continuing to offer the same personalized service that our clients deserve and expect. We are excited to have Donna Bond join our team as our new Customer Care Manager. She will be completing performance reviews, managing client concerns, and informing clients on products that may be beneficial to their individual business needs. Your opinions of AAP are highly valued, and we will utilize feedback to develop a quality and personalized service for each client that only AAP can provide.

AAP Employee of the Month

Nydia Shelton

Allstate Benefits Partnership

We are pleased to announce that we have partnered with Allstate's Workplace Division in order to offer our clients an affordable and comprehensive solution to employee benefit needs. Give your employees choices such as life, health, vision, dental and disability insurance at no expense to you. Employees get the flexibility to choose their coverages, enrollment is simple, and the fees are deducted directly from their paychecks. A brochure will be sent in upcoming payroll packages. Call your CSR today for more information or to set up a free benefits audit!

Payroll Submission Guidelines for Escrow & Direct Deposit

Due to AAP	For Check Date
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

Account Payroll Submission Guidelines for Escrow & Direct Deposit Accounts

Virtual Mail Room

Go paperless, and possibly cut your bottom line. Virtual Mail Room is a free service that allows you to receive your payroll reports electronically, and it could also save on shipping fees. Call your CSR for details on qualifying your business for VMR.

eSheets

For those who are faxing or calling in time, eSheets may be an easy and precise way to submit payroll. It is a customized excel spreadsheet that offers simple entry and updating and allows you to preview hours, wages, etc for accuracy prior to submitting. Let us set you up today!

Farewell Laurie!

Our staff would like to say farewell to Laurie Portillo from our Tax Pay and File Department. Laurie, who has been a part of our team for four years, will be greatly missed. We appreciate her years of dedication and loyalty, and we wish her the best of luck!

AAP Contacts

Payroll Manager Ashley Bond, FPC	Customer Service Theresa Barnes Rosanna Bustamante Shelley Ward	Tech Support Steven Fish Gina DeGeorge Nydia Shelton	Accounting Lisa Burnett	Tax Pay & File Tracy Fish, CPP	Business Development Robert Hull Peter Insabella Kelly LeCouter Roger Martinez
Payroll Supervisors Sommer Judy, FPC Jennifer Smart	Production Rosanna Farrell Donna Canady	Customer Care Manager Donna Bond			