



Boyce Systems  
9401 Innovation Dr., Suite 400  
P O Box 669  
Daleville, IN 47334-0669

Komputrol



**Anita Thornburg**, who very adeptly took over for Lillian Clay in the Boyce Forms office when Lillian retired, will shortly be taking her turn to move on. Anita is planning to retire at the end of 2018. She started out in the Boyce Office Supply Store as a sales clerk 20 years ago; now as office manager Anita still puts our customers first. She is currently training her replacement to maintain the patience and attention to detail she displays with both customers and staff.



Above you can see the smiles coming from **Rick Griffiths** and his wife Linda. After 32 years of dedicated service at Boyce, Rick hung up his hat in June and started a new chapter. Rick has been a mainstay of Boyce and is a genuinely good person.

Always ready to help another, he trained much of the staff on the printing side through the years. Although he is missed, we wish him well and thank him for all he has done.



Keystone developer **Joseph Young** will also be retiring at the first of next year. Known to many over his 24 years of service as the "Gentle Giant", Joseph's calm demeanor and patience have helped customers through many complicated issues and calculations. He has been the "go to guy" for utility billing customizations for many years. Joseph and wife Forelyn intend to travel the United States and visit all the places they have been wanting to see.

HIGH PERFORMANCE INFORMATION SOLUTIONS



Since 1899

KOMPUTATIONS Fall 2018

Komputrol



## 37-Year User Meeting Tradition Continues and Expands

Mark your calendar and expect an email in mid-September for an invitation to the **37<sup>th</sup> Annual User Meeting for School Corporations**. This tradition has expanded in the last couple of years to include a special session for our **Boyce School Financials** users.

We will be reviewing enhancements for HEA 1009 along with changes that have been made to various programs. We will review payroll and budgetary year-end procedures and have a round table discussion available to talk with your peers about Komputrol and NON-Komputrol related topics.

We hope you can join us this year as you prepare for the transition to the Education and Operations Funds. Attending the meeting is instructive plus allows you the opportunity to network with fellow users. A continental breakfast and lunch will be provided. The meetings are provided at no charge as part of your Annual Software Maintenance Agreement.

11/02/18 Honeywell Center, Wabash

11/08/18 Boyce Systems, Daleville

11/14/18 Valle Vista Golf Club/Conference Center, Greenwood

\* This is a New Location! \*

for KWS & BSF systems

for KWS only

for KWS & BSF systems



The Daleville meeting will be recorded again this year. Seating is limited for this session so register early for this day. The recordings will be posted through our website for you to view in December. Anyone new to KWS may find it helpful to go to our website and view last year's recordings.



### Time and Attendance

Software continues to grow and improve with over 50 users in the state. K-Time interfaces with both our KWS products and the new Boyce School Financials products.

Originally enhanced in 2015 to meet the requirements of the Affordable Care Act, K-Time still tracks detail hours during your measurement period and alerts you to employees that are approaching full-time status set by the IRS.

The 24 pays-per-year requirement has been met and we have customers using it successfully in the field.

There is a new 'Messaging' feature that will allow you to create a message that will display for several seconds at clock-in to remind employees of special

events or requirements.

We have also added the ability to create schedules for employees, select start and ending time for scheduled days, mark PTO days, and duplicate repeated work days within the pay period. Reports allow you to view who has been scheduled by location only or by location and job type.

The most sought-after feature, the Mobile App, is in final testing and will be released for sale before year-end. The Mobile App is designed for offsite clock-in or clock-out capability. Employees can clock-in from any Android™ or Apple® phone or tablet. It is GPS ready to confirm clock-in locations and can be set to photograph the employee clocking-in.

If you have questions or are interested in adding K-Time or Mobile App to your systems, contact [sales@boycesystems.com](mailto:sales@boycesystems.com).



**W-2 Tax Season is here. Your Sales Rep will start taking 2018 Tax Forms orders soon. If you have questions, notify [sales@boycesystems.com](mailto:sales@boycesystems.com)**

**Doculivery Users!** Work smarter, not harder, and sign up to use Boyce Print Services to print your W-2 and/or 1095-C forms. You can eliminate ordering, printing, stuffing, and mailing payroll tax forms. Upload/release your file to Doculivery and we can print forms for all employees or for only employees who have not "Opted In" to receive their tax forms online. Watch for upcoming Doculivery emails.

FOR SCHOOL & COUNTY INFORMATION STREAMS

## In the Loop with the Boyce Systems President and CEO



Greetings Everyone,

As you can tell from this newsletter, we are going through some amazing changes. By year-end we will have three new retirees and their years of service are a testament to the dedication of our staff. Each one is wonderfully unique, but the one common thread is that they are all three great individuals who care about their fellow staff and our customers. They will be greatly missed.

We are excited about the five new staff members. Each one brings a new dynamic, as well as energy and enthusiasm. They are becoming knowledgeable contributors and are very mindful of the Boyce culture of customer care.

Changes are inevitable and therefore, best embraced, especially external ones you cannot control. The State of Indiana is in the process of heaping many changes upon you and your procedures. Our concentration has been on assisting, as best we can, to get you through this.

Internal changes to our programs will be shared, as always, at the upcoming User Meetings. We will discuss improvements, enhancements, deadlines and more. We look forward to seeing you there.

Thank you all for your business and trust in Boyce. Best Regards, Mike

## Preparations Are Underway For January 1, 2019!



While HEA 1009 takes effect January 1<sup>st</sup>, setup and budgeting are currently in full force. Many hours have been spent interpreting requirements, attending workshops, as well as studying strategies for the new Education and Operations Funds. You are now finalizing your 2019 projection amounts to upload to Gateway as you prepare for your budget hearing.

New and existing features of our software provide options to assist with the implementation of the new funds/accounts.

Accounts for the Education and Operations Funds can be created by:

- Importing Excel Files to Create New Accounts
- Selecting an option to Create Budget Accounts for a New Fund From An Existing Fund
- Manually Adding Accounts One by One

Many corporations have successfully uploaded Form 1 and Form 2 files from Komputrol directly into Gateway!

Later this year, software options will be released that have:

- Ability to mass change payroll distribution linking from 2018 accounts to 2019 accounts. 2019 payroll preparation may begin late 2018 dependent on pay dates.
- Ability to Adjust Purchase Orders from 2018 Fund/Budget Accounts to new 2019 Fund/Budget Accounts.
- Ability to mass change recurring items from current accounts to new Fund/Accounts. KWS has recurring vouchers, recurring receipts, and recurring revenue entries.

We will review new options at the November User Meetings. Email invitations will be sent mid-September to the main contacts for your corporation. Best wishes as you prepare and transition to the new funds.

## New Employees Comment on Our Warm, Welcoming Atmosphere



**Jack Roberts** has been with Boyce Systems for nearly a year, but just missed the cutoff date for last year's newsletter. We are happy to introduce him here. Jack came to us after serving four years in the Marine Corps. He is no longer active duty but is subject to recall if needed. Jack works in the Shipping

Department and has become a real asset to the organization. He is living in Albany with his girlfriend Michaela and enjoys hunting, fishing and sports in his spare time. "I work with a great bunch of people."



**Baylee Bell** recently graduated from Ball State University with a major in Business Administration. Assigned to the Keystone Customer Support staff, some of you may have met her as she shadows our current installers for part of her training. Baylee lives here in Muncie; she has a younger brother and an older sister. Her favorite right now is her 4-month-old Yellow Lab puppy named Trooper. She says she is happy to work for such a great company and appreciates the warm welcome from everyone.



Before coming to work at Boyce, **Diane Sheets** was with Marsh Supermarkets for nearly 28 years. Most of that period was an IT Quality Assurance Systems Analyst. Here, she will be working in Customer Support as well as Quality Assurance for Boyce School Financials. Diane has lived in Huntington with her partner Bob for over 22 years. She enjoys traveling, reading, exercising and eating! Feeling very fortunate to join the Boyce family, she says "Everyone has been so welcoming".

### Forms Company Develops Formless Software

Boyce Forms continues to be a vital part of Boyce Systems. It remains available to provide all of your printing needs, while at the same time, is sister to **Boyce School Financials**. **BSF** eliminates the need for several preprinted forms and **BSF** success in the field continues to grow each month.

The world is changing; technology is changing. To meet the needs of our customers, Boyce has been evolving to provide options; Cloud Model v. Local Model, Preprinted Forms v. Formless, In-house Printing v. Outsourced Printing. The choice is yours and there is more to come!

**Renay Campbell** joined the Boyce Systems staff this past February. She is spending this year working with Anita to become office manager on the Boyce Forms side after Anita retires. She comes to us with much experience in detailed orders and billing as her prior work experience includes positions with BCBS and Home Health Depot. Working with her five horses, Stormey, Angel, Freckle, Tango and Stella is a mainstay for her, along with helping to run Hartmeyer Stables in Muncie. She lives close, in Chesterfield, and is thankful for the opportunity to join Boyce Systems. "I am looking forward to this journey."



**Lisa Clark** earned an associate degree in Medical Assisting and worked in that field for many years. She then branched out to Clinical Training Specialist, and Software Trainer for electronic medical records and now is working with the Boyce School Financials Customer Support team. Lisa lives in Gaston with her husband Shamus. They have two grown sons, Austin who is currently serving our country in the Navy, and Brett. The empty nest affords her time with Shamus to go to concerts and watch favorite movies. "Having worked for both large and small companies, I prefer the small companies where you are treated as an actual person instead of a number. Boyce has such a long history, I am thrilled to be part of it."



### Holiday Schedule 2018-2019

Boyce / Keystone / Komputrol Offices will be closed in observance of the following holidays:

Nov 22	Thanksgiving Day
Nov 23	Day after Thanksgiving
Dec 21	Phones Close at 3 pm
Dec 24	Christmas Eve
Dec 25	Christmas Day
Dec 31	New Year's Eve, Phones Close 3 pm
Jan 1	New Year's Day -2019
May 27	Memorial Day-2019
July 4	Independence Day-2019
Sept 2	Labor Day-2019