

Gaines & Associates, PC's reputation is based on dynamic and aggressive business planning for their customers. Our strength is centered in the ability to bring quality ideas to meet and exceed the needs of our customers. Currently we have office locations in Norfolk & O'Neill, serving customers in over 30 counties as well as being involved in over 20 states.

In response to our customers we have created our Customer Consulting Group to specifically identify and assist our customers with their continuing needs. Our Group will be involved in the areas of technology and human resources, with emphasis on support, development and education for businesses.

Tina Kassmeier, Technology Consultant, is a QuickBooks Pro Advisor and has considerable experience in QuickBooks and numerous other software applications. assisting with the very basics of startup to the more complex situations of system integration and programming. Tina brings a wealth of experience and creative applications to your operations.

Janel A Kramer, Human Resource Consultant, has served in prior Human resource management positions and brings a practical working experience to the ever-changing area of employee management. Assisting from the initial hiring of an employee to the more complex issues of legal, compliance, workman's compensation, and effective information systems, Janel can make this complex area very efficient.

Our professionals work jointly together to meet the needs of an ever changing business environment. Together they will make your business a continued success.

Our organization, through its innovative resources, is dedicated to providing continuous and consistent services tailored to your changing needs.

Startup

Buying a computer over the phone is not always the most cost-saving mechanism. Our staff can assist you with selecting a system that will meet your needs. We can assist you and your staff with selecting a system that will meet your needs. We can assist you and your staff in getting a system that is precisely what you are looking for.

Computer Basics 101

Do you ever have trouble navigating around a computer and does it seem a little bit overwhelming?

Does the thought of sitting in an eight hour class for a few questions seem too much for you? Our professional staff can assist you with those questions and more to help you get started on the right track after purchasing a system.

QuickBooks

Set Up

Is QuickBooks the right solution for you? Initial set up of a program can be both challenging and frustrating. Our professionals can make a smooth transition for you and your staff by assisting you in the initial set up of a company file and on to activation of the various programs regardless of your version.

Support

Not sure who to turn to in a time of need? Our firm professionals are Certified Quick Books Pro Advisors which allows us to assist you when you have questions and provide timely informative assistance. Our firm supports all versions and looks forward to your challenging questions.

Other Programs

Setup

Deciding what to do when you get a software program can be very challenging, from where to install to what to do with it once it is installed. Our professionals can assist you in setting up databases, spread sheets and professional looking documents. We can give you the initial guidance and training needed to assist you in your daily tasks

Support

Are you frustrated with continually being placed on hold while Tech Support tries to resolve your issues? Are you tired of the same old answer of "Reformat your hard drive?" Professionals can assist you with these and other questions. We also have a broad network of Professionals who can assist you in all aspects of your software needs.

System Management

When is the last time that you backed up your entire system? Do you regularly perform routine maintenance on your computers? These are two items that need to be done on a regular basis to maintain the function of your computer. We can assist you and train you and your staff to perform maintenance on your system to function at the highest possible level.

Record Retention

How long should we actually keep and maintain a company's records and what else should we maintain? Record retention is a vital aspect of any business. People should maintain adequate records and keep them for varying periods of time depending the importance of those records. Our professionals can assist you with record maintenance and retention for future use.

Multi Program Instauration

Our Professionals have the ability to import and export data from several different systems, configure that data and import back into the program. This can be done from QuickBooks to Excel and back to QuickBooks again. Our professionals can also import your payroll and 1099 information to our system and file your 1099 electronically. This will allow almost immediate responses to the validity of your data. No more mailing those forms and worrying about due dates.

Software Selection

Do you become frustrated with trying to determine which software program to purchase? Our professionals can help you select a program that will work with you and your employees and your existing hardware. We can assist in conversions upgrades and installing new software as well as reinstalling the old.

Data Integrity

It is a must when using any software program to have different levels of user privileges. This will allow users to have access to only that part of the system that you choose to allow. This will also leave an audit trail for you to follow and see what has been done in the program. Our professionals can complete an integrity evaluation on your compliancy and make appropriate user recommendations for your company.

Education

Our firm can offer in-house assistance and educate you and your employees on software and hardware use. This will include the very basics to the advanced issues that may arise. We have an extensive network of individuals at our disposal that can assist with all aspects of your applications

Payroll Assistance

Have you spent valuable time with payroll at night and on weekends because there are not enough hours left in the day? Our professionals can handle your payroll and associated reporting requirements that go along with it so that your time can be better spent building your business.

Year-End Processing

Our professional staff can assist you with closing out your year-end, making needed adjustments, journal entries, recording depreciation entries, reconciling your bank statements and many other functions that are all part of a business cycle.

Computerized Forms

Did you know that our firm sells computerized checks, payroll checks, deposit slips, enveloped and custom label invoices and many other forms for your compliancy? We do this as a service to our customers and in turn pass the discounts on to you.

Backups & Restores

On an average, 9 out of 10 people do not back up their system on a regular basis. This is a key element for any business just as paying the bills is. A system should be backed up regularly and that schedule should be adhered to. It is always important to maintain a backup offsite. Regular backup of the system manager and offsite retention practices are mandatory for system protection. Make sure that you are able to restore your backup once it is made. Our professionals can design and assist in implementation of effective software management.

Human Resource Services

Human Resources

Our professionals can assist you in navigating through the complex maze of laws and regulations to make understanding compliances simple.

Employee Basics

So what do you do when you have hired the right employee? We provide you and your employee all the right tools to make the hiring successful. We can provide employee verification, training and education for the new employee on company policies and procedures in your business.

Payroll

Have you spent valuable time writing payroll for your employees when your time could be better spent building your business? Let our professionals handle the payroll so you can better focus on moving your business forward. Our payroll service provides you and your businesses with reporting payroll taxes, issuing payroll checks, answering unemployment questions and printing of employee W-2's (Why do you have payroll in two different places???? This has already been covered in different words on Page 2.)

Safety OSHA Compliances

There are reasons accidents happen but if you never work to prevent accidents from happening, then you have made your business very vulnerable to large fines from OSHA. So why aren't you providing safety training and doing everything you can to prevent accidents? Safety training can add tremendous value to your business by reducing the number of injuries, lowering insurance premiums, and having a safe work force. It's hard to know where to start when implementing a safety program. We can help implement a safety program that will help your employees to be aware that safety is not just once a month but part of their daily routine. We provide assistance on safety inspections, training and implementing a safety committee

Workers Compensation

Workers compensation claims usually consist of difficult forms and time consuming documentation that are all very frustrating. Take the guesswork out knowing what information is needed to file a claim. Our staff does it for you. We can assist in filing claims, following up and investigating the claim. We can manage the compliance claim process from beginning to end to result in a satisfactory settlement.

New Hire Orientation

There is so much to tell a new employee, how do you know that you have covered everything the new hire needs to know about your work environment? This is where professional help is needed to cover everything an employee could possibly need to know from when pay day is to evacuation procedures. We verify employment eligibility, fill out all necessary forms, provide safety training, review the employee handbook and cover employee benefits,

Termination Assistance, Exit Interview

Nobody likes to terminate employees, but there are times such action is required for the good of the company. Documentation is the key to any successful termination but often time, a business can under-document. Our professionals can educate and direct you in the proper steps to effectively handle the termination process.

Management Assistance

Managing the different functions of HR is no easy task. You are constantly adding to your HR duties and never knowing when the functions should be performed. Our firm has the management knowledge to organize your business HR functions.

Federal & State Compliances

Understanding what federal and state laws apply to your business is complicated, but we have solutions that provide you with professional assistance on federal and state laws. Knowing when you need to comply and when you do not need to comply can save you time and money.

Creating an Employee Handbook

Writing an employee handbook is probably the most time consuming function of HR. The employee handbook is a critical form of communication at your business and should require a great deal of thought before distribution. Seeking our professional help in this area will give you valuable time you can spend on what you do best. Isn't that why you started your business? Our professionals can review or develop an effective employee handbook.

Benefit Planning

Where do you start or do you need to offer benefits? Traditional benefits are often considered, but have you thought of offering flexible work time, discounts or other non- traditional benefits? If you are offering insurance, retirement plans, and other traditional benefits, have you taken the time to educate the employee on why they should participate?

Effective Reviews

Performance reviews serve as a valuable communication tool between the employee and the employer. This is a good time to review not only the job performance and pay but also expectations. Usually, this is the last thing employees want to do but our professionals can assist in performing qualified reviews based on management guidelines.

Tips

Reporting new hires to the state of Nebraska is a must. You may report online at <http://www.newhirereporting.com/ne-newhire>. Click on the Nebraska State Directory of New Hires.

All employers require Federal and State postings. You should update your posts once a year.

When deciding to purchase software program, make a list of what you want to get out of the program and then narrow the list down from there.

Do not let payroll and other software programs get you down. If in a bind, contact our professionals and we will be glad to help you through your QuickBooks problems.