

**May 2016**

## **SES Newsletter:**

**Simplifying Your  
Business by  
Providing Cost  
Effective Payroll  
& Human  
Resource  
Customized  
Solutions**

[www.sespayroll.com](http://www.sespayroll.com)

**Our Vision Statement:  
By Standing on  
Traditional Values &  
Engaging our  
Customers as Team  
Members through  
Caring, Commitment &  
Quality Service**



According to the latest Small- Midsize Business Owners Study, the top concern keeping employers and senior executives up at night is the **mounting level of government regulation**. Of the more than 700 business owners and executives surveyed, **41%** ranked the amount of overall regulation as their top concern, a significant increase over previous years.

The Obama administration finalized more than **3,600 new regulations last year and proposed over 2,300 more**. Along with the countless other regulations already in place, those rules and restrictions impose a drag on the American economy of at least \$1.9 trillion. The federal Office of Management and Budget estimates that **government information requests alone require over 9 billion (yes, billion with a "b") hours of paperwork annually**.

"Federal regulation and intervention **cost American consumers and businesses an estimated \$1.88 trillion** in 2014 in lost economic productivity and higher prices," amounting to roughly \$15,000 per household, the report said

Regulations hit small businesses the hardest, averaging **\$11,724 per employee for firms that employ fewer than 50 people** in 2012. **The overall cost per employee for all companies comes to \$9,991.**

***"An Investment in Knowledge Pays the Best Interest"***  
**Benjamin Franklin**

## **HR NEWS**

### **Personnel Records: What to Keep, What to Toss**

With all those personnel records around (paper and electronic), it's tempting to have a big Spring cleaning. If you destroy the wrong document, you could be fined, be sued by an employee or lose your business. On the flip side, if you keep everything, you may be violating federal rules on the "reasonable" disposal of sensitive documents.

**Test your knowledge and see where you fall short.**

Our HR Dept. is always available to help you stay in compliance and keep up with personnel records

#### **DO YOU KNOW THE ANSWERS ?**

- How long must you retain applications, résumés, FMLA certifications and payroll records?
- How do the new I-9 rules affect your handling of immigration records?
- How does the Lilly Ledbetter Fair Pay Act changed your payroll retention requirements?
- What is the general retention rule of thumb you can safely apply to almost any HR record?
- How does your recordkeeping duties change when you "reasonably anticipate" litigation?

Please give us a call for the answers.

---

**EEOC UPDATE: For seven years running,** retaliation claims have ranked #1 in claims filed with the Commission.

The EEOC has released a new, proposed enforcement guidance on proving retaliation under the various civil rights laws, including Title VII, the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), the Rehabilitation Act, and the Equal Pay Act. **This is the first update since 1998 and will have a major impact on employer liability.**

With these changes looming, now is the time for employers to secure a comprehensive understanding of their risk, ways to protect their companies, and effectively reduce retaliation and resultant claims.

## **Employee Handbooks:**

### **Required Changes for 2016 and the Most Common Mistakes**

If your employee handbook hasn't been updated in the past six months, it's out of date.

#### **For example:**

- Do you need to change your anti-discrimination statement to include sexual orientation and transgender discrimination, based on new EEOC actions?
- Is your at-will statement an invitation to a massive NLRA lawsuit (based on the surprising NLRB ruling)?
- Do you realize that you can't prohibit discussions on pay and benefits?
- Have you provided clear rules on overtime and off-the-clock work?
- Have you updated your benefits and FMLA policies to reflect the new rights of same-sex married couples, based on the new Supreme Court ruling?
- Have you changed your handbook to reflect the latest DOL rules on nursing mothers?
- Have you updated your leave policies to include time off for employees with relatives in the military ... or to prohibit moonlighting while on FMLA leave?
- Are you a federal contractor? There's a new pay provision you MUST add to your handbook.
- Have you changed your ADA reasonable accommodations policy to include the EEOC's changing view on accommodating pregnant employees?
- Do you have a loyalty, no-gossip or civility statement that could land you in court?

**Your employee handbook can be an invaluable organizational tool ... or an employment lawsuit waiting to happen. And in recent years, Congress and state legislatures have been busy enacting laws that directly affect your employee handbook. If you haven't kept up, you could find yourself in court.**

**CALL our HR Dept if you would like a review of your employee handbook**

**813-935-7596 Vykki DelValle**

**Coming in October, SES will be hosting an informative, Lunch and Learn HR Seminar. Some of the topics will include: I-9 Compliance/ 1099 vs. W-2/ Wage and Hour/ Discrimination/ Proper Overtime Documentation/ Employee Handbooks and what is required/ and many other topics. More information to come**

**More Info to Follow**

9401 N. Armenia Ave  
Tampa, FL 33612

For Information: 813-935-7596  
Email: info@sespayroll.com  
[www.sespayroll.com](http://www.sespayroll.com)

 Follow us on Facebook



***Mission Statement: We help clients live the life they've always wanted by seeing a profit from their business and keeping the work/ life balance that makes owning a business so rewarding***

**Tom Corinti- Founder SES**

### **Providing Cost Effective HR and Payroll Solutions under YOUR Federal ID**

#### Human Resources

Interviewing/Hiring &  
Termination  
Employment Forms  
Job Applications  
Management Meetings  
Customized Employee  
Handbooks  
Employment Verification  
Job Descriptions  
Exit Interviews  
Unemployment Claims  
Management Reviews  
Disciplinary Actions  
INS/IRS/EEOC/DOT/EOE/  
WARN/ADA/EPA/OSHA/  
Military Leave  
Social Media/Corporate  
Blogging/Dating/  
Fraternization  
Conflicts of Interest  
Hostile Work Environment

#### Payroll

Process Payroll  
Job Costing  
Certified Payrolls  
Direct Deposit  
Compute Pay/Compute WC  
Make Deductions  
WC Monthly Audits  
SS/Medicare  
1099's  
Track Vacations/Sick Pay  
Garnishments/Child Support  
New Hire Reporting  
E-Verify  
SUTA/FUTA/FICA  
Claims  
940/941/W-2's/W-3's  
Print Checks at YOUR location  
Time & Attendance  
Web Time Keeping  
Delivery - Free

#### Client/Employee Insurance

Workers' Comp  
General Liability  
EPLI  
E & O  
P & C  
Vehicle  
Medical Benefits  
Dental  
Vision  
AFLAC  
Life Insurance  
Short Term  
Long Term  
Section 125 (Pre-Tax)  
401K  
Self Funded Plans