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SES Newsletter:

**Simplifying Your
Business by
Providing Cost
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& Human
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Solutions**

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



**NATION'S LEADING HUMAN
RESOURCE & PAYROLL
ADMINISTRATIVE COMPANY**



From Healthcare to Taxes: The 2016 Elections and its Impact on Small Business

- **Minimum Wage:**
Some candidates want to close the gap by raising the minimum wage. The federal minimum wage is currently **\$7.25 an hour**, (In Florida = **\$8.05, going to \$8.22 in 2016**) but activists have pushed for an increase and some cities already have raised the minimum wage to \$15.00/hour
- **Healthcare:**
Now that health insurance companies have real data on how Americans are using Obamacare, many insurers are seeking premium hikes, which will affect small business owners and their employees.
- **Tax Reform:**
Many small business owners pay taxes as individuals. Tax reform is a key priority for Republican candidates.
- **Regulation:**
An ongoing complaint for small business owners is that they must take time away from managing their businesses to deal with **time-consuming regulations**—“the need to help small firms being “crushed by the weight and the power of this federal government,”
- **Access to capital:**
Since the recession many business owners have not been able to get a bank loan, one of the cheapest ways to borrow. Only 33% of small businesses were able to obtain all of the financing they sought.

HR NEWS

Personnel Records: What to Keep, What to Toss

With so many personnel records around (paper and electronic), it's tempting to have a big end-of-year cleaning. But if you destroy the wrong document, you could destroy your career. And if you keep everything, you may be violating federal rules on the "reasonable" disposal of sensitive documents.

Are you confidently up to date on the recent changes to recordkeeping management? Test your knowledge. Do you know ...

Yes No

- How long you *must* retain applications, résumés, FMLA certifications and payroll records?
- How the new I-9 rules affect your handling of immigration records?
- How the Lilly Ledbetter Fair Pay Act changed your payroll retention requirements?
- The general retention rule of thumb you can safely apply to almost any HR record?
- How your recordkeeping duties change when you "reasonably anticipate" litigation?
- The new Federal Rules of Civil Procedure for storing and deleting company emails?

**To see how you did on these questions, please call Vykki DelValle
HR Manager: 813-935-7596 Ext: 109; email: vykki@sespayroll.com**

Pregnancy-Related HR Issues: Bundles of Joy, Bushels of Paperwork & Legal Risks

"I'm pregnant"

These are two of the most legally risky words any supervisor or HR professional can hear—and a new Supreme Court decision has made pregnancy accommodations even more complex.

- *How must you accommodate the employee's new physical limitations?*
- *How should you handle leave requests?*
- *What about discipline and discharge issues?*
- *When can you require the employee to return?*

Pregnancies set into motion a complicated mix of responsibilities and risks for your organization. You can't afford to make even one mistake. AutoZone found that out the hard way recently—a jury slapped the company with **a record \$185 million in damages** after an employee was demoted after giving birth and then fired.

Plus, a new U.S. Supreme Court ruling creates a new legal framework for when you must offer light-duty work to pregnant staff. This webinar will get you up to speed on the latest laws, court rulings and best practices for accommodating expectant and new parents.

Moving your handbook online: 8 tips to protect your organization against legal trouble

Is your employee handbook still an actual book? If so, **you're living in the paper past.**

Turning your handbook into an electronic document can cut costs, make updating easier and give employees a convenient place to access policies.

Use the following guidelines to help protect your organization against legal trouble when moving handbooks online:

- 1. Put acknowledgment upfront.** Format the electronic handbook so that employees access the disclaimer and acknowledgment forms before reading the web version of the document.
- 2. Require employees to log in using their passwords to access it.** You don't want outsiders to access company policies.
- 3. Include links in the handbook** that connect the policies and information to commonly used forms or documents, such as benefits, health plan summaries and IRS forms.
- 4. Include HR email and telephone contacts.** Update as needed.
- 5. Proofread the handbook** before and after putting it online to find mistakes and omissions. Test links.
- 6. Alert employees to the change.** Send an email (with a link to the handbook) explaining the handbook is available online. Ask employees to read the handbook, sign the forms and return them to HR by a certain date. Follow up with workers who don't respond.
- 7. When handbook changes are made, immediately email all employees.** Make it clear in the subject line that the email is urgent and employees must read it. Keep records of these update emails in case legal action requires proof.
- 8. Make hard copies of the handbook available** for employees who prefer paper versions or have infrequent or no access to a computer.

SES Just rolled out our fee based HR Advice. Have questions about FMLA?/ Wage an Hour?/Overtime & Who is Exempt?/In Compliance with EEOC?/Handbook /Policies and Procedures up to Date & in Compliance ?

These and other HR /Employee related questions can be accessed through SES HR Advice. Please contact us at: 813-935-7596 ext 109

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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

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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

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Dental
Vision
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Section 125 (Pre-Tax)
401K
Self Funded Plans