



# Focus

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1st Quarter 2014



*We truly appreciate your business in 2013 and look forward to contributing to your success in 2014. We wish you a prosperous and Happy New Year !*

## New Changes in 2014

### New California Law Grants Domestic Workers Overtime Pay

New California law taking effect January 1, 2014, grants overtime pay for at least the next three years to domestic workers who are personal attendants. Under old state law, "personal attendants" are exempt from statutory overtime and meal and rest break provisions, but they are not exempt from minimum wage requirements.

### New York Law on Unemployment Taxes Take Effect January 1

New law going into effect on January 1, 2014, will increase New York employers' contributions to the state's unemployment compensation program. The tax will be assessed on the first \$10,300 of each employee's earnings, and the amount will gradually rise each year.

### New Oregon Law Gives Employees Bereavement Leave

Oregon will become the first state in the nation to require employers to provide bereavement leave when House Bill 2950 takes effect January 1. The new law allows for bereavement leave under the Oregon Family Leave Act (OFLA). The law applies to any employer with 25 or more employees in Oregon. Any employee of a covered employer who has been employed for more than 180 days at an average of 25 or more hours per week is entitled to take OFLA leave.

### Minnesota's "ban the box" Law Takes Effect January 1

Minnesota's new "ban the box" law takes effect January 1, meaning private employers will be prohibited from inquiring about a job candidate's criminal background until after the candidate has been selected for an interview or has received a conditional offer of employment.

## HC REMINDERS!!!

Where to get forms??  
[www.human-capital.com](http://www.human-capital.com) > Clients  
> Client Form Login > HR Forms  
User Name: formsource  
Password: hchr

W2's will be post marked by  
**January 31, 2014**

**REPRINTS** will start being sent out **February 14, 2014**

All Third Party Sick Pay, HSA,  
Employer Health  
Benefit Contributions  
& Auto Pay **MUST**  
be submitted to HC  
by **1.10.14**



## IRS Issues 2014 Optional Standard Mileage Rates



The Internal Revenue Service (IRS) has issued the 2014 optional standard mileage rates. Beginning on January 1, 2014, the standard mileage rates for the use of a car (also vans, pick-ups or panel trucks) will be:

- 56 cents per mile for business miles driven
- 23.5 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

## FMLA Spanish Posters Available

For employers with a large number of Spanish-speaking employees, the Federal Department of Labor (DOL) has issued an FMLA poster in Spanish. The poster is available for download on DOL's website (<http://www.dol.gov/whd/regs/compliance/posters/fmlaspan.htm>)

### Notice and Posting Basics

Covered employers must post the FMLA general notice explaining FMLA's provisions and providing information regarding the procedures for filing complaints of FMLA violations to DOL's Wage and Hour Division (WHD).

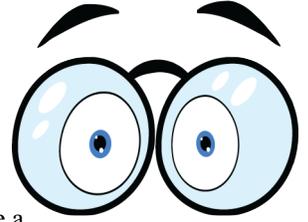
The general notice must be posted in conspicuous places where it can be readily seen by employees.

The poster text must be large enough so that it can be easily read and contain fully legible text.

FMLA regulations require that if an employer has any eligible FMLA employees that the general notice is included in any handbooks or other written guidance to employees concerning employee benefits or leave rights.

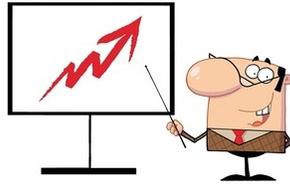
If the employer does not have such handbooks or other written guidance, the regulations require that the employer distribute a copy of the general notice to each new employee upon hiring. In either case, distribution may be accomplished electronically.

Covered employers must post this general notice even if no employees are eligible for FMLA leave. The penalty for willful violation of the general notice posting requirement is a civil fine of \$110 for each separate offense.



**19 Rules For Being a Better Boss in 2014**

No one's work life is perfect. The sooner you recognize there's always room for improvement, the sooner you'll see increased happiness and productivity in yourself and your employees. Here are 19 rules to stick by to become a better boss in 2014.



1. Don't be too nice. This doesn't mean you should be a tyrant, but beware of diluting your leader status.
2. Have real conversations with your staff—not just ones which involve telling them what to do, or lambasting them for doing something wrong.
3. Be sincerely honest. You will be amazed at how much more of a connection you'll make with your peers and employees.
4. Understand that you don't know everything. You probably never will.
5. If you don't already, give better exit interviews.
6. Remember the small things, like people's birthdays and other important occasions.
7. Hire people who will also help you to become a better boss.
8. Make sure you reward the people who really deserve some recognition. Don't let another year go past without doing this.
9. Act successful. A positive attitude can be read in your stature, the way you speak and the tone of your voice.
10. Find a mentor, if you don't have one. Just because you're the boss doesn't mean you don't have anyone else to look up to.
11. Then help your key employees find solid and effective mentors too.
12. Work smarter, not harder.
13. Don't overwork yourself. Becoming a workaholic is not a positive thing.
14. Don't overwork your staff. Take it easy. Whatever you do, don't push them to the brink of burnout.
15. You might be the boss, but you're also just one piece of a bigger puzzle.
16. Invest in continuous learning for you and your high potential employees. Then translate what you learned to your workplace.
17. Go above and beyond.
18. Don't keep people waiting for you. You are not more important in this world than anyone else.
19. Be a team player. Get involved in the team building activities, help arrange social activities and use words like "we" when discussing problems, not "you".

**Ditch Screen Strain with These Easy Remedies**

Staring at your computer, tablet, or Smartphone for hours on end has become a normal part of life these days. You might not notice it, but all that screen time can result in a condition known as Computer Vision Syndrome (CVS). This common ailment is caused by over-exposure to screens and can lead to any or all of the following.

- Bloodshot and dry eyes
- Back and neck pain
- Headaches
- Blurred or double vision
- Trouble focusing

The good news is that you can avoid CVS by keeping your screen-viewing habits in check. Make sure your shoulders aren't slumped, your head is upright and not jutting forward, and the center of your computer screen is a little lower than your line of vision.

\* January is Glaucoma Awareness Month



**DID YOU KNOW?**

To clean up your diet, try cleaning your cubicle. A University of Minnesota study found that people who sat at a tidy desk as opposed to a messy one were more likely to choose an apple over a candy bar. Researchers believe that being in an orderly environment inspires us to do the right thing, whereas being in a cluttered one makes us want to break the rules.



Where are the most engaged workers—those who are most enthusiastic, committed, and involved in their work: 37% LOUISIANA most engaged, 30% HAWAII and NEBRASKA median levels of engagement and 26% MINNESOTA least engaged.

U.S. postage stamps will be \$.49 cents effective January 26, 2014. That is a 3 cent increase.



New Mexico is the 17th state to legally recognize same-sex marriage (12/19/13)

The Labor Department's fall regulatory agenda, issued Nov. 26, said the department in March 2014 will issue a rule that would revise the definition of spouse as used in the Family and Medical Leave Act.



The pre-bedtime phone scroll may mess with zzz's by interfering with melatonin release. Mayo Clinic research suggests that sleep won't suffer as long as you reduce the brightness of your screen and hold your device 14 inches from your face.

Open Enrollment for the Affordable Care Act exchanges end March 31

Super Bowl Sunday is February 2nd



**Excel Help  
Keep your numbers' leading zeros**

If your need to enter the Zip code 02364 in your Excel spreadsheet, you'll probably throw your hands up when Excel automatically changes the value to 2364. Your Zip code must have five digits, but by default Excel doesn't display leading zeros. So, create a custom format with five digits. This custom format forces Excel to display leading zeros.

To create a custom number format that keeps leading zeros intact: Select the cell(s) in which you must show leading zeros, such as the column in which you're storing Zip codes. Then press [Ctrl] to open the Format Cells dialog box. Select Custom from the Category list box. In the Type text box, enter 00000. This forces Excel to display five digits. Click OK to apply the change.