



# Focus

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3rd Quarter 2014

**MARK YOUR CALENDARS!**

**Friday July 4th - Independence Day. HC will be CLOSED**  
**Monday September 1st - Labor Day. HC will be CLOSED**

## Classifying Employees

It's extremely important that all employees are correctly classified in the payroll system.

Under provisions called the Employer Shared Responsibility Rules and the Patient Protection and Affordable Care Act (PPACA) it's mandatory that all employees are correctly identified as full time or part time workers, with full time workers generally defined as those who work at least 30 hours per week.

Remember if an employee switches job positions or receives a promotion a new offer letter must be provided. In the offer letter remember to list the job description and/or duties, salary or hourly rate, exempt vs. non exempt, etc. Any change in an employees records need to be recorded in the payroll system.

## Stop Screen Savers

They don't really save energy. It is a common misconception that screen savers save energy. With older monitors, a screen saver program may have helped to preserve the phosphors in the screen, but with modern monitors, especially LCD screens, this is not really a concern.

In fact, if screen saver images appear on a monitor for more than 5 minutes, energy is actually begin wasted. A screen saver that displays moving images causes a monitor to consume as much electricity as it does when in active use. A blank screen saver is slightly better but only reduces monitor energy consumption by a marginal amount.

Substantial energy savings occur only when a monitor goes dark, so it is always best to shut off monitors or computers when not in use for long periods.



## Summer Safety Tips

Working in the summer can be dangerous if you do not know how to properly protect yourself from the heat and sun. Many people do not realize the effect that the summer weather can have on your health and well being. There are **workplace summer safety tips** that can help you and your employees beat the heat.

Tips for working during the summer:

- Always dress appropriately. Wear short sleeved shirts and shorts whenever possible. Keep all clothing light colors. The darker the fabric the more sun it will attract.
- Drink plenty of fluids. Water is an excellent choice. Stay away from sugary sodas and energy drinks. They can speed up the dehydration process.
- Wear sun block. The sun can be very damaging to your skin if left unprotected. 10 am until 2 pm is when it's the hottest time of day. If it is at all possible to avoid outdoor work during these hours it will greatly reduce your risk of a summer heat related injury or illness.
- Take breaks and go indoors or into an air conditioned car. It is important to allow your body a chance to recover from the heat.
- If you feel dizzy, weak or nauseous please take a break immediately. If your symptoms do not go away after getting out of the heat you should call for medical attention.
- Sunglasses and hats are great accessories for the summer season. Sunglasses will help to protect your eyes from harmful UV rays and hats help prevent sunburn.

OSHA does not offer a rule or regulation on what to set the office thermostat at. Generally, "office temperatures and humidity are matters of human comfort," officials said. However, because of many queries about the topic, OSHA issued a memo stating, "OSHA recommends temperature control in the range of 68-76 degrees Fahrenheit and humidity control in the range of 20-60 percent."

Please visit [OSHA.gov](http://OSHA.gov) for additional summer safety tips and/or join more than 100,000 people who have downloaded OSHA's mobile app. The app tells you the heat index based on your location and what precautions to take at that risk level. Look for it on iPhone or Android!



## HR News Briefs

### Final Rule Limits Coverage Enrollment Wait to 90 Days

A waiting period of no more than 90 days can be imposed before health coverage becomes effective for new employees who are otherwise eligible to receive coverage under their employer's plan, according to a final rule under the Affordable Care Act issued in February. It applies to plan years beginning on or after Jan. 1, 2015. Under the rule, after an individual is found to be otherwise eligible for coverage under the terms of the plan, any waiting period may not extend beyond 90 days, and all calendar days are counted beginning on the enrollment date, including weekends and holidays.

### Illinois: Driving Ban on Mobile Devices

Amendments to the Illinois Vehicle Code prohibit the use of all hand-held mobile communication devices while driving. The law allows for the imposition of criminal penalties if the employer directs or otherwise knowingly permits an employee to act in violation of the law.

## NATIONAL PAYROLL WEEK SEPTEMBER 1-5, 2014

National Payroll Week celebrates the hard work by America's 156 million wage earners and the payroll professionals who pay them. Together, through the payroll withholding system, they contribute, collect, report and deposit approximately \$1.97 trillion or 68.9% of the annual revenue of the U.S. Treasury.

### Seattle's Minimum Wage Hike to \$15 Part of a Growing Local Trend

Recently, many states and local governments have aggressively moved to raise the minimum wage. The City of Seattle joined these ranks when its city council unanimously approved an ordinance raising the minimum wage to \$15.00 an hour, the highest for any metropolis in the county.

For employers with less than 500 employees the minimum wage increase will be phased in over the next seven years, while for larger businesses and franchises the increase will be phased in over the next three years; for those businesses and franchises falling into the latter group that also offer health insurance this phasing in process will be extended to four years. The ordinance also includes an exception that allows employers to pay a lower training wage to teenagers.

The action taken by Seattle demonstrates a growing legislative trend across the county, namely states and municipalities moving to raise the minimum wage in the absence of federal action. Four major cities in California alone - San Francisco, Los Angeles, San Diego and Oakland are all currently considering pieces of legislation that would raise the minimum wage for all or at least a large portion of individuals.

### International Left-handers' Day

Did you know that about 90% of the population is right-handed? If you're one of the 10% of lefties in the world, there's a day just for you.

August 13, 2014, is International Left-handers' Day. Lefthandersday.com has a list of fun facts about lefties.

- ✍ Most left-handers draw figures facing to the right.
- ✍ There is a high tendency in twins for one to be left-handed.
- ✍ Stuttering and dyslexia occur more often in left-handers (particularly if they are forced to change their writing hand as a child, like King of England George VI)
- ✍ Left-handers excel particularly in tennis, baseball, swimming and fencing.
- ✍ Left-handers adjust more readily to seeing underwater.
- ✍ 4 of the 5 original designers of the Macintosh Computer were left-handed.
- ✍ 1 in 4 Apollo astronauts were left-handed—250% more than normal level.
- ✍ Famous lefties include Michelangelo, Mozart, Jim Henson and Jimi Hendrix.



### DID YOU KNOW?

40% decrease in your ability to remember new things if you haven't had a full night's sleep. Lack of sleep affects a part of the brain called the hippocampus, which is key for creating new memories.

Investor alert: July historically begins the worst four months for stocks on Nasdaq.



People are 50% more likely to lie in the afternoon than in the a.m. There is a thing called the "morning morality effect," and apparently we have a limited supply that wears off as the days go on, especially when we're sleep deprived and/or pinched for time. Whenever possible, make big decisions and have important discussions before noon.



How bad is it to hang the American flag wrong? Technically, if you don't hang the American flag to the left of your door (as you face the house) with the stars at the top, you're violating the law—the United States Code, to be exact. There is no penalty for failure to comply, you may offend more patriotic neighbors.

9PM the latest time researchers from the Michigan State University recommend using smart phones, which emit a blue light that can interfere with the sleep-inducing hormone melatonin. Workers who monitored their phones after that hour were more tired and less engaged the next day. Can't avoid checking your phone in the evening? Dim the brightness setting and hold the device at least 14 inches from your face to reduce the sleep zapping potential.



For some August is a five paycheck month. Consider adding a portion of that bonus paycheck to your emergency fund.



On May 29, 2014, Minnesota joined 21 other states who have signed a medical marijuana law.

Take a few deep breaths! Inhaling deeply through your nose and exhaling through your mouth three times can cut nausea in half within five minutes.