



# Focus

2055 Crooks Rd. Level B Rochester Hills MI 48309 www.human-capital.com Toll Free 888.PEO.9071

4th Quarter 2014

## IMPORTANT DATES



Monday October 13th -  
Columbus Day  
Bank Holiday

Tuesday November 11th -  
Veterans Day  
Bank Holiday

Thursday November 27th -  
Thanksgiving Day  
HC Closed

Friday November 28th -  
HC Closed

Friday December 12th -  
Open Enrollment forms  
due back to HC

Thursday December 25th -  
Christmas Day  
HC Closed

Friday December 26th -  
HC Closed

Thursday January 1st -  
New Years Day  
HC Closed



## Human Resource News

New Massachusetts law provides leave for domestic violence victims: Employers in Massachusetts with at least 50 employees are now required to allow employees who are victims of domestic violence to take up to 15 days of unpaid leave with a 12-month period to deal with the violence. The law, which went into effect August 8, also allows leave for covered family members of domestic violence victims.

Maryland transgender rights law takes effect October 1: The Fairness for All Marylanders Act passed the legislature in March and was signed by Governor Martin O'Malley in May. It adds "gender identity" to Maryland's existing laws that prohibit discrimination based on race, religion, sex, sexual orientation, and other characteristics.

New Jersey to become the thirteenth state to enact a ban-the-box law: Gov. Chris Christie having signed legislation August 11 that will bar public and private employers in the state from inquiring about a job applicant's criminal record until after the first interview is completed, unless the applicant voluntarily discloses such information. The Opportunity to Compete Act, which will take effect March 1, 2015, applies to most employers with 15 or more employees.

EEOC files first transgender discrimination lawsuits: Two employers are claiming unlawful discrimination against transgender employees in violation of Title VII or the Civil Rights Act. This suit marks the first time in the EEOC's history that it has filed sex discrimination lawsuits on the basis of transgender status.



Starting in 2015 the IRS/Department of Homeland Security will be out citing employers who are not compliant with the Affordable Care Act guidelines and the Employment Eligibility Verification form, Form I-9.

It is **EXTREMELY IMPORTANT** that:

All employees are correctly classified in the payroll system. Under the ACA all employees must be correctly identified as full or part time workers, full time workers generally defined as those who work at least 30 hours per week.

Upon hire, employees must be given the I-9 Form. They must complete Section 1. By completing Section 1 of the form, the employee is affirming that he or she is eligible to work in the United States. Section 2 must be completed by the employer within three days of the employee's hire date. Employees **WILL NOT** be paid if their I-9 form is incomplete.

### Where Can I Find Forms on HC's Website?

Go to:  
[www.human-capital.com](http://www.human-capital.com)

Click on Client, and then go to Client Form Login and enter the

**User ID: formsource**

**Password: hchr**

You will find HR, State and Benefit Forms here.

Contact your Payroll Specialist with any questions or for a copy of any forms.

# Minimum Wage Rates for 2015

Alabama \$7.25  
 Alaska \$7.75  
 Arizona \$7.90  
 Arkansas 7.25  
 California \$9.00 (increase to \$10.00 on 1/1/16)  
     - Richmond \$9.60  
     - San Diego \$9.75  
     - San Francisco \$10.74  
     - San Jose \$10.15  
 Colorado \$8.00  
 Connecticut \$9.15 (\$9.60 on 1/1/16)  
 Delaware \$8.25  
 District of Columbia \$10.50 (\$11.50 in 2016)  
 Florida \$7.93  
 Georgia \$7.25  
 Hawaii \$7.75 (\$8.50 in 2016)  
 Idaho \$7.25  
 Illinois \$8.25  
 Indiana \$7.25  
 Iowa \$7.25 (\$10.10 by 2016)  
 Kansas \$7.25  
 Kentucky \$7.25 (\$9.15 on 7/1/15)  
 Louisiana \$7.25  
 Maine \$7.50  
 Maryland \$8.00 (\$8.25 7/1/15)  
 Massachusetts \$9.00 (\$10.10 on 1/1/16)  
 Michigan \$8.15 (\$8.50 on 1/1/16)  
 Minnesota \$8.50  
 Missouri \$7.50  
 Mississippi \$7.25  
 Montana \$7.90  
 Nebraska \$7.25  
 New Hampshire \$7.25  
 New Jersey \$8.25  
 New Mexico \$7.50  
 Nevada \$7.25 for employees who receive qualifying health benefits, \$8.25 for employees who do not receive qualifying health benefits  
 New York \$9.00  
 North Carolina \$7.25  
 North Dakota \$7.25  
 Ohio \$8.10  
 Oklahoma \$7.25  
 Oregon \$9.25  
 Pennsylvania \$7.25  
 Puerto Rico \$7.25  
 Rhode Island \$9.00  
 South Carolina \$7.25  
 South Dakota \$7.25  
 Tennessee \$7.25  
 Texas \$7.25  
 Utah \$7.25  
 Virginia \$7.25  
 Vermont \$9.15 (\$9.60 in 2016)  
 Washington \$9.32  
 West Virginia \$8.00 (\$8.75 in 2016)  
 Wisconsin \$7.25  
 Wyoming \$7.25



## Is your company prepared for a technology disaster?

Most companies rely on technology. The Maine Emergency Management Agency (MEMA) asks, “Are you protected from a technology failure?” “Is your business or organization ready to ‘weather’ a technology disaster?”

The U.S. Department of Labor estimates over 40 percent of businesses never reopen following a disaster. Of the remaining companies, at least 25 percent will close within one year.

As part of its Maine Prepares Program, MEMA offers these points to consider to get you started on technology preparedness.

- What systems you rely on - Consider what is important to your business. Do you need computers to operate your business or just for recordkeeping?
- Points of potential failure - Where could your systems fail? Do you have redundancy in place for networking, data storage, or merchant (credit card) processing?
- Back-up for your critical business data - It’s not expensive, or complicated. Small businesses with little data could simply burn it onto CD and take it home, or to another off-site storage facility. Larger businesses with more complex needs can consult one of dozens of companies specializing in off-site data storage or back-ups. Don’t forget data on laptops.
- Backing up data on a schedule - Save your data at least once per week. You never know when a disaster will incapacitate your computer systems.
- Print documents - Even though a document is on paper, it does not mean it cannot be backed-up. An inexpensive scanner can make all of your paperwork “electronic”. This includes insurance policies, check, billing, contracts, and other materials..
- Telephones - Computers are not the only equipment your business relies on. How about telephones? Make contingency plans with your provider to rent equipment should you need to move into a temporary facility.



## DID YOU KNOW?

Timing is everything. Plan to tackle your toughest work projects on a Tuesday. It’s the most productive day of the week

Take your lunch to work. According to a survey by Accounting Principals, a financial recruiting company, two thirds of workers spend an average of \$37 per week on lunch. Brown-bag it and you’ll save \$962



Happiness Trick: Make it a nightly ritual to ask yourself: What am I grateful for? We move throughout our days so quickly that we often miss the good stuff while it’s happening. Pausing to appreciate even the little things, like a stranger who held the door for you, can make you happier the more you practice it



The color **orange** makes people want to shop. The eye-catching hue has been proven to lure folks into stores and encourage them to impulse-buy once they’re browsing around

Medicare open enrollment begins Wednesday October 15th and ends Wednesday December 7

Along comes Lastpass for Iphone, Android, Windows and Blackberry, which stores passwords (all of them) and lets you access them with one master password - the only one will ever need to remember. Lastpass.com for more info



Thursday November 20 is the Great American Smoke Out. Quitting can save a pack-a-day smoker more than \$2,000 a year - not to mention thousands in health care costs

# Open Enrollment 2015

All eligible employees have the option of electing or changing your voluntary insurances with Human Capital. You will be able to elect, cancel or change any of the following insurances: Dental, Vision, UNUM Life Insurances, Short and Long Term Disability, Legal Shield and Flexible Spending Plans.

If you are currently enrolled in the Flexible Spending program, it will not carry over for the 2015 benefit year and **you must re-enroll** in the Flexible Spending plan.

Completed election forms are due back to Human Capital no later then Friday December 12th, 2014.

If you wish to schedule onsite enrollment, please call the HR Benefit Department at 248-353-3444.