

HEADS UP!



HR News You Need to Know



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LOA not so LOL



Managing leave of absence (LOA) can be tricky and time consuming. Understanding which leave laws apply to your company (based on employee size and locations), how and when to notify employees of their possible eligibility for leave and collecting appropriate documentation can be equally consuming. If you have employees who work in different states, knowing those states' leave laws is...whew!

When you receive a direct or implied request for leave that is when the time starts ticking on when you, as the employer, must provide eligibility notifications to the employee. This is also when HR should be notified. Failing to provide proper eligibility notifications can result in fines.

We know you might be asking; "How do I know if an 'implied' request for leave has been made?" Great question! Sometimes employees do not even know they need a leave or may be eligible for a leave. Listening for keywords when talking to employees is key. If you hear words/phrases like, "...help care for a sick parent, spouse..." "...need to come in late or leave early because of recurring doctor appointments, ailing spouse, or child..." These can all be signs that the employee may need a leave of some sort. Sometimes the leave is needed on an intermittent basis, like a few hours per day or week or maybe just a week or two, or longer.



Keeping track of your employees that are on leave is important too. You need to know when they are expected to return (so you can prepare for their return), if their return-to-work date has changed/been extended, or if they will need any sort of accommodations when they return to work, and if you can reasonably accommodate their request.

If your brain is swimming trying to get all of this, don't worry, our HR Ambassadors love managing leave of absence!

Call us, we can help!

I-9 Form Refresh

I-9 forms, used to verify employment eligibility, are an essential part of an employee's onboarding process that must be completed within 72 hours of their start date.

Later this year, the Department of Homeland Security will give it a much-needed makeover.

Here's a preview of changes to come:

- Compressing Sections 1 and 2 from two pages to one page to reduce paper use.
- Moving Section 3 to a separate Reverification and Rehire Supplement area, making it a stand-alone section, to complete if needed.
- Updating the List of Acceptable Documents to include a link to the full List C documents posted on the Department of Homeland Security's website.
- Reducing and simplifying the form's instructions from 15 pages to 7 pages.
- Removing electronic PDF enhancements to ensure that the form can be completed on all electronic devices.
- Possible elimination of the N/A Requirement. The current version of the I-9 form requires employees and employers to write N/A in required and non-required sections that don't apply to them.

If you have any questions about the I-9 process or the changes listed above, call our HR Ambassadors; they are happy to assist.

Background Checks



Background checks have become a normal part of our hiring processes, helping employers avoid liability for negligent hiring. Negligent hiring is defined as an employer knowing or should have known about an employee's ability to potentially cause harm.

If you don't currently perform background checks or have outdated policies around your background check processes, this is the time to make changes to avoid becoming a defendant in a costly lawsuit.

Below are some suggestions to help navigate your candidate screening and background check processes:

Review your employment application

Ensure it complies with the latest federal, state, and local labor laws around what can be included on and asked on the application, ban-the-box, and salary inquiries. Review the acknowledgment and release statement on your application as well for proper wording and legality. Ensure the applicant has completed and signed the application.

Utilize an accredited background screening company

Use a company that is widely recognized in this industry, has a good business standing, and understands the background compliance laws for all 50 states.

Understand the limits on credit checks for your state

Some states prohibit the use of credit reports in the hiring process, while other states have strict guidelines on how employers can access and use credit reports. Employers wishing to run a credit check on applicants must be able to justify a business necessity for this report, as well as job relevancy.

Make the screen process simple

Implementing an applicant tracking system helps to automate the candidate sourcing and disposition process. Also, initiating the background check process via your chosen background check provider allows you to keep all background check tasks and information in one place.





There's much to Celebrate in June

The month of June holds many celebrations. It's a time to celebrate freedom, differences, likenesses, musical history, and pride.

The past two years have shown us more than anything that we are a lot more alike than we are different. No matter our race, gender, religion, sexuality, or political affiliation, we all want to love, be loved, and happiness.

So, as we move through the month of June and the rest of this year, let's honor and celebrate the triumphs, sacrifices, joys, and hope that is Juneteenth, Black Music Month, and Pride Month.

News Flash



EEO-1 filing deadline extended to June 21st

IRS is increasing the mileage reimbursement rate to 62.5 cents per mile, effective July 1, 2022, due to rising gas costs.

Payment of meal break premiums for missed, late or short meal breaks must appear on employees' pay stubs. Not listing this premium pay, can result in fines for incorrect wage statements.