

The CommUnity HR Newsletter



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E-VERIFY

E-verify, formally known as the "Basic Pilot/Employment Eligibility Verification Program" recently has been approved by the Federal Government, it is overseen by the USCIS (U.S. Citizenship and Immigration Services). E-Verify is a free Web based system that electronically verifies if an employee is able to work legally in the United States and has been in effect since September 8, 2009.

While the program is designed for verification of new hires it is mandatory for all federal contractors and recommended to all employers to implement this system. E-Verify should help to eliminate mismatched Social Security numbers, improve the accuracy of wage tax reporting, and help maintain a legal workforce. E-Verify allows employers to enter the information from the employee's I-9 form into the program which compares it to the SSA (Social Security Administration) and DHS (Department of Homeland Security) databases. Employers have to initiate the query and it must be no later than 3 business days after the employees start date. However, the program can not be used to pre-screen employees or check employees that have already been hired prior to the employer signing the MOU (Morandum of Understanding).

What are the requirements for the employer to implement the new system?

Employers can register online at <https://www.visdhs.com/EmployerRegistration>, where employers can find detailed instructions for completing the registration process. This includes a User Manual and Tutorial that the employers are required to participate in and the MOU they are required to sign. Reading through the MOU employers will find all the information that is required to use the program and how it works. For further information please visit USCIS's website at www.uscis.gov/e-verify.

Whether you regularly or occasionally contract with the Federal Government or simply want to standardize your workforce, Unity HR can assist with your compliance needs. Call us today for more information or to set up service.

Reseller Permits Replace Resale Certificates

Some of you are probably wondering why the Department of Revenue is sending you Reseller Permits. These will replace the Resale Certificate effective **January 1, 2010**. If you do not receive one you may apply for one free of cost. Paper applications can be downloaded from the Department of Revenue website at www.DOR.wa.gov.

If you are a buyer without a permit or other exemption certificate, you will have to pay the retail sales tax on purchases and take a deduction on your tax return or request a refund.

Permits are valid for 2 years or 4 years depending on when you registered for them. Permits for the construction industry are only valid for 12 months, contractors will need to reapply each year and provide information about materials and labor purchases. Please visit the Department of Revenue's website for more information.

If you have any questions or concerns about this please contact our accounting department, we would be happy to assist you.

Multi Users

Having multi users can be a challenge at times. QuickBooks 2009 allows all users to track the information that each individual enters in.

Bellingham Tech College Has QuickBooks classes!

For more information pick up a catalog or call them at 360-752-8350

~QUOTE~

**Whatever you can do, or dream you can, begin it.
Boldness has genius, magic, and power in it. ~ Johann Wolfgang Von Goethe~**

The Importance of an Exit Interview

When it comes to an employee's separation companies & management tend to forget the importance of an exit interview. Whether the departure is voluntary or involuntary the potential for legal conflict can still exist. Conducting an exit interview can clearly define any expectations or obligations that the employee or employer may have post employment. It also presents the opportunity to gain feedback of the pros and cons the employee experienced in their particular position and can provide insight into the employee's performance. Conducting an exit interview creates an opportunity for management to practice interpersonal communication skills and is a great tool to help specify strengths and weaknesses in the company, especially if there is a high turnover rate within the company.

There are many different types of exit interviews one can choose from, finding the one that best suits the employer will depend on what kind of information one is trying to gather. The different types of exit interviews to choose from are a questionnaire, face to face with the employee, or outsourcing to a 3rd party to conduct the interview. According to a survey by Benchmark Partners, LLC, third party interviews will often obtain information that the employer most likely will not be able to gather. This ensures anonymity for the employee and the response will be more open and honest because they see the third party as a neutral and nonjudgmental participant.

In preparation for the employee's departure it would benefit all parties for whomever will be conducting the exit interview to revisit the employee's personnel file. Review any contractual obligations both parties agreed to during their tenure, company property the employee checked out, and post employment benefits the employee may be eligible for. Information gathered from this review will allow the employer to prepare an inclusive exit interview strategy and format.

Here is a partial list of items to review during an exit interview:

- **Final paycheck:** The final calculation of hours earned for the final paycheck, including any vacation or sick pay that has been earned.
- **Address:** For future correspondence purposes, W-2, COBRA if eligible or any letters for communication. Also remind the employee that if they move to they should forward the address to you.
- **Company Belongings:** Gather all items the employee has been given by the company i.e. cell phone, cars, keys, credit cards, etc.
- **Contractual agreements:** Confidentiality agreements, bonuses.
- **Post Employment Benefits:** COBRA qualification, Unemployment eligibility.

A list of prepared questions will provide a template for a successful exit interview. Update your employee manual to state exit interviews are requested for voluntary terminations and may be provided upon request for involuntary terminations.

Unity HR would be happy to assist you with your exit interview policy, strategy or implementation.

LET US HELP

Are you concerned with the rising costs of healthcare? We are!

That's why we support a revolutionary health insurance concept called LyfeBank.

This lets employers of any size afford health benefits and guarantees no annual premium increases.

Let the professionals at Employee Benefits Planning, LLC help maintain benefits.
For more information, please call Justin Kulhanek at 360-733-9354

