

The CommUnity HR Newsletter



IN THIS ISSUE
✎ EMPLOYEE SELF SERVICE
✎ CORPORATE/PERSONAL TAX
✎ QUICKBOOK TIPS
✎ QUOTE
✎ WELLNESS IN THE WORKPLACE

February 2010

Volume 2, Issue 2

Employee Self Service

UnityHR would like to introduce you to our “Employee Self Service” module. In the changing economic climate of business, our employees are also experiencing changes.

Enabling your employee to access their historical payroll information, check stubs and update their personal information alleviates time you or your HR professionals spend reprinting and accessing the information for them.

Ensure employee satisfaction and ease as they are given confidential access to view and print their historical payroll information including:

- ◆ Payroll Check History
- ◆ Current and historical W-2
- ◆ Personal Information Changes

Sometimes scheduling conflicts arise, even though we take ample precautions to organize and shuffle personnel when employees take time off. Another great benefit of the Employee Self Serve allows employees to request time off via email and view their current time off balance.

- ◆ E-mail capability to notify supervisors of changes and the ability to post messages to employees.

Communicating with you entire workforce can be time and cost consuming. Why not provide employees with a quick and easy solution by bestowing important links, forms and information in one place for everyone to access.

- ◆ Employee forms for incident reports, direct deposit or other personnel transactions.
- ◆ Website links to benefit providers for health care, dental and vision plans.

Providing confidential access to personal information not only empowers your employees to notify you when their status changes, but also reduces the time and energy spent on accommodating their requests.

Call Unity HR today and sign up for a demo or to request more information. (360) 671-0762.

IMPORTANT DATES

CORPORATE TAX RETURNS

Deadline for Corporate Tax Returns is **March 15th**.

Please feel free to call us with any questions or concerns in regards to filing taxes.

PERSONAL TAX RETURNS

Deadline for Personal Tax Returns is **April 15th**.

Please feel free to call us with any questions or concerns in regards to filing taxes.

Processing Credit Cards

QuickBooks 2009 has the option when sending invoices to customers to include a hyper link. What this means is the customer can input their own information & make the payment themselves. The payment is processed through your QuickBooks, and saves the customer their privacy!

Bellingham Tech College Has QuickBooks classes!

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

~QUOTE~

Action is the foundational key to all success

~Pablo Picasso~

Wellness in the Workplace

Have you embraced wellness? If not, this might be the time to reconsider.

Saving on company healthcare insurance premiums. Some insurance carriers are offering premium discounts for adopting a company-wide worksite wellness program. Average discounts for eligible groups have been running between 4%-5% per employee per month. Are you taking advantage?

Taking charge. Wellness programs allow participants to make healthy-minded lifestyle decisions. According to the Bureau of Labor Statistics, employee access to wellness programs has grown by at least 35% since the late 1990s.

The benefits: Employee. Not only better health, but a friendly environment for making lifestyle changes. Most of us know how difficult it can be to make even one positive, healthy change. It's easier when you have a buddy, especially in a workplace culture that encourages it.

The benefits: Employer. Investing in wellness programs typically target specific health risks, such as high blood pressure, smoking and cholesterol. Studies show reducing these risks can improve productivity and curb absenteeism. Did we mention the premium savings?

Employee Benefits Planning, LLC has been serving the community for over 30 years by successfully guiding employers through the complex arena of healthcare insurance and employee benefits.

For questions:

Justin Kulhanek
Employee Benefits Planning, LLC.
360.733.9354

