

# Employee Newsletter

July 10, 2020

## Check out our Blog!

See what's happening on our [blog](#).

## Topics

- IMPORTANT
- New Tutorials!
- Staying Active - Swimming
- Social Distancing & Heat Illness
- COVID-19 Updates
- Employee Perks Program

## Helpful Links

- [CDC Website](#)
- [BenefitHub](#)
- [Integrity Website](#)
- [Texas Covid Testing Sites](#)



**IntegrityHR**  
Management, LLC

## Employee Services

*Integrity HR Management is committed to keeping our employees up to date regarding the COVID-19 virus. Our goal is to provide the latest information in real time so our employees can make the necessary decisions to protect their families. Please never hesitate in contacting us if you have any questions regarding your pay, benefits or workplace safety issues.*

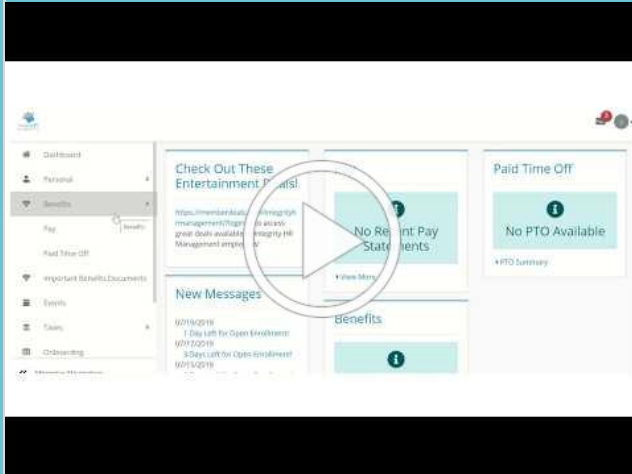
*Thank you for being a part of the Integrity HR Management family.*

## EMPLOYEE SERVICES

Please remember to use the email [employee@integrityhrm.com](mailto:employee@integrityhrm.com) for all questions, comments, and concerns. This will make sure you get the best response in the shortest amount of time. Thank you!

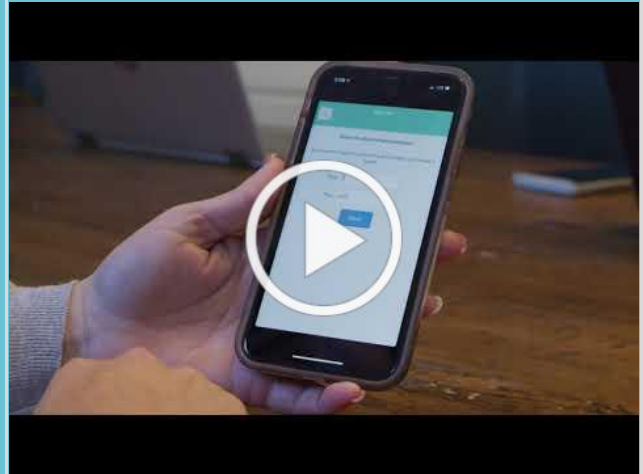
# New Tutorials!

## Accessing Your Employee Portal



Watch the above video to learn how to access your Employee Portal!

## Navigating the TimeClock Plus App




Watch the above video to learn how to navigate the TimeClock Plus Mobile App! (if applicable to your employer)

# HUMAN RESOURCES

## Did You Know?

Your employer must receive your new hire paperwork (and proper identification for the I-9) in order for you to be paid - please make sure to turn in all of your paperwork in a timely manner!


**Employment Eligibility Verification**  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OIGIS No. 1615-0047  
 Expires 10/31/2022

**▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1: Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)				Appt. Number	City or Town	State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address		Employee's Telephone Number		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- 1. A citizen of the United States.
- 2. A noncitizen national of the United States (See instructions).
- 3. A lawful permanent resident (Alien Registration Number/USCIS Number).
- 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

Some aliens may write "NA" in the expiration date field. (See instructions.)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

OR Code: Section 1 (Do Not Write in This Space)

1. Alien Registration Number/USCIS Number: \_\_\_\_\_  
 OR  
 2. Form I-94 Admission Number: \_\_\_\_\_  
 OR  
 3. Foreign Passport Number: \_\_\_\_\_  
 Country of Issuance: \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_


**Preparer and/or Translator Certification (check one):**

I did not use a preparer or translator.  A preparer's and/or translator's assisted the employee in completing Section 1.  
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)			
City or Town		State	ZIP Code


 Employer Completes Next Page

Form I-9 10/21/2019 Page 1 of 3

## Staying Active - Benefits of Swimming

According to the Centers for Disease



# Live Well, Work Well

Health and wellness tips for your work, home and life—brought to you by the insurance professionals at Libertate Insurance



## BENEFITS OF SWIMMING

According to the Centers for Disease Control and Prevention, swimming is the fourth most popular recreational activity in the United States, and for good reason. Swimming is an aerobic exercise that has been linked to tremendous health and wellness benefits.

### Physical and Mental Health Benefits

Swimming helps you feel good both emotionally and physically. Incorporating swimming into your routine can give you:

- **A full-body workout**—Swimming can increase flexibility, as well as help build and tone muscles—specifically your glutes, arms, core, back and legs.
- **An intense calorie burn**—Going on a leisurely swim for 30 minutes can help you burn over 200 calories.
- **A relaxed body and mind**—The constant stretching and flexing of your muscles while swimming can relieve pressure on your body, helping you feel more relaxed.
- **A relief from stress, depression and anxiety**—Working out releases endorphins, hormones that give you the feeling of being happy.

### Accessibility

Swimming is a low-impact sport, ideal for people with injuries, disabilities and chronic illnesses. Unlike other physical activities, swimming actually alleviates pressure

on your joints and muscles. Additionally, water supports about 90% of your body weight when swimming, making it easier for you to perform different motions.

### Fighting Chronic Conditions and Diseases

Not only does swimming make exercise accessible to those with restrictions, but it can reduce and even prevent certain diseases and chronic conditions from happening at all. Swimming has been shown to:

- Relieve and improve arthritis pain
- Decrease the risk of heart disease, Type 2 diabetes and stroke
- Lower cholesterol
- Enhance quality of life

### Anyone Can Do It

Swimming is a sport that people of all ages can get involved in. Check out your local recreation or fitness center to find the closest pool near you to get started on your journey to wellness.



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Control and Prevention, swimming is the fourth most popular recreational activity in the United States, and for good reason.

Swimming is an aerobic exercise that has been linked to tremendous health and wellness benefits.

# SAFETY & RISK MANAGEMENT

## Social Distancing & Preventing Heat Illness



## COVID-19 Updates

## Governor's Strike Force to Open Texas



Governor Greg Abbott has issued **Executive Order 29** requiring all Texans to wear a face covering over the nose and mouth in public spaces, with few exceptions, in counties with 20 or more positive COVID-19 cases. Open Texas checklists are now updated consistent with this order.

The Governor also issued a **proclamation** giving mayors and county judges the ability to impose restrictions on some outdoor gatherings of over 10.



## How to Avoid Extra COVID-19 Testing Charges

Texans who want a test for COVID-19 can likely avoid unnecessary charges by taking a few steps first.

If your doctor requests the test as medically necessary, you shouldn't be charged for it. That's federal law.

[READ MORE](#)

## IntegrityHRM Employee Perks Program

This benefit - which is exclusive for you - allows you to access thousands of amazing discounts that you cannot

**Examples of Discounts Available to You:**

find anywhere else. You will find deals on travel, restaurants, shopping, family care, car rentals, your favorite local establishments, financial wellness tools and much more! All through an easy-to-use online marketplace.

[CLICK FOR REFERRAL CODE](#)

- 15% Off Online Health Coaching
- \$50 Off One Year Shipt Membership
- \$30 Costco Shop Card for New Costco members
- 13% Off Adobe Acrobat Pro
- 30% Off Great Wolf Lodge
- \$30 Off SeaWorld Parks



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