

Employer Newsletter

July 17, 2020

Check out our Blog!

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

Topics

- IMPORTANT REMINDER
- New Tutorials!
- 5 Ways COVID is Reshaping HR
- Reporting Pay for FFCRA Leave on W2
- COVID-19 Updates
- Employee Perks Program

Helpful Links

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



IntegrityHR
Management, LLC

Client 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.

CLIENT SERVICES

Please remember to use the email 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 for You!

Employer Overview



Watch the above video to get an overview of your Employer Portal!

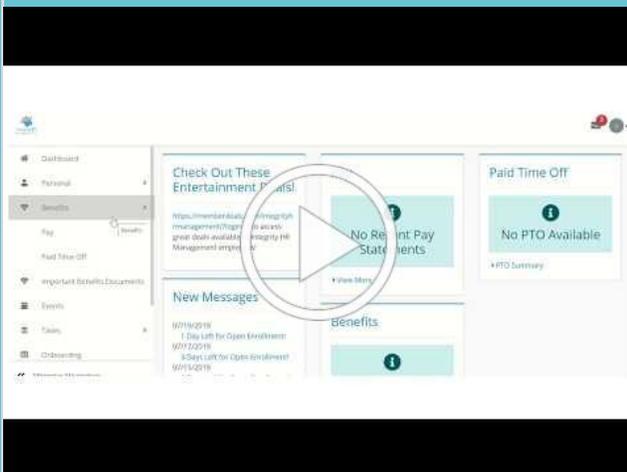
Adding a New Employee to the Time & Attendance



If you and your employees use TimeClock Plus, watch the above video to learn how to add a new employee to the Time & Attendance.

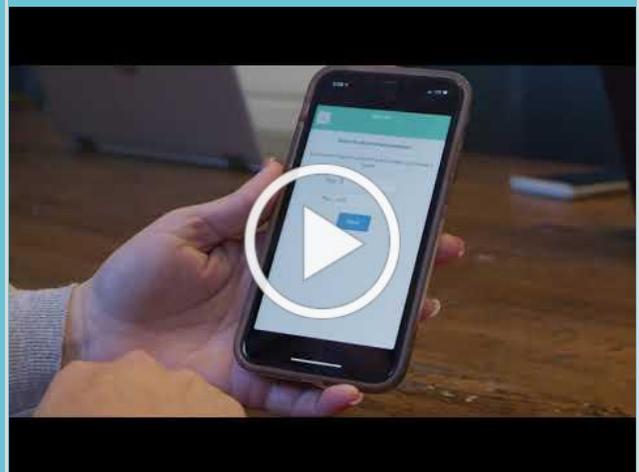
New Tutorials For Your Employees!

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)

Did You Know?

Until we receive the new hire paperwork (and proper identification for the I-9), the individual is not an employee of Integrity HR Management. That means they will not get paid and they are NOT covered by workers' compensation.

It is critical that we get all of that paperwork on or before their hire date!

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

USCIS Form I-9
 OMB 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) Apt. 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 non-citizen 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 "N/A" 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.

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

5 Ways COVID-19 is Reshaping HR

The coronavirus (COVID-19) pandemic has upended the entire world, it seems. With fluctuating infection rates and conflicting official guidance, organizations will need to adapt quickly if they want to succeed in the post-coronavirus landscape.

HR teams stand at the forefront of these efforts. For years, HR departments have been tasked with ushering in fundamental workplace changes, and this moment is no different. This article includes five ways the coronavirus is reshaping HR and how departments can adapt to these new challenges.

HR Insights

Brought to you by the insurance professionals at
Libertate Insurance

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- Greater Remote Working Opportunities**
 When nonessential businesses shuttered due to COVID-19, many couldn't function at all. Only organizations with some remote-capable workers were able to maintain operations. This is spurring business leaders to consider allowing employees to continue working remotely after the coronavirus pandemic eases. Technology giants like Twitter and Facebook have already signaled that they will extend remote opportunities to employees who want them.
 Employers should consider whether there are areas where they can expand their own remote-working roles. Having at least some employees who can work from home enables adaptability if the workplace must close suddenly. Such arrangements can also reduce costs, especially if they allow a business to reduce its office footprint and pay a smaller lease.
- More Mental Health Benefits**
 Reopening a business does not erase the hardship endured by its employees during its closure. Employees may still be grappling with mental health issues that can impact their performance when the doors reopen. Even workers who were fortunate enough to continue working during the COVID-19 pandemic may be suffering from mental health issues that may cause them to burn out.
 Employers are taking steps to reduce the mental health burden of employees. Many are already offering mental health benefits, including counseling and access to health professionals. Some businesses are simply working with employees to accommodate their needs. This may include offering flexible scheduling, reduced work hours or other holistic approaches.
- Virtual Training Solutions**
 As remote working has shown, employers are eager to maximize their virtual capabilities. Virtual training is another way they're doing so. This training is just what it sounds like: employee learning conducted online, through an app or some other virtual platform. With more employees working remotely, this type of training makes the most sense.
 Even employees with no remote workers should consider virtual training. Not only does it reduce face-to-face interactions (critical during a pandemic), but it can help learning retention. Companies like Walmart, Home Depot and Best Western are already using virtual training solutions. Expect more companies to do likewise in the near future.

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FINANCIAL

IRS: Employers Must Report Pay for FFCRA Leave on W-2



LEGAL UPDATE

IRS: Employers Must Report Pay for FFCRA Leave on W-2

Employers are required to report the amount of qualified sick and family leave wages paid to employees under the Families First Coronavirus Response Act (FFCRA) on Form W-2, according to guidance from the IRS and the U.S. Treasury Department. The guidance was provided in [Notice 2020-54](#), issued by the agencies on July 8, 2020.

Reporting FFCRA Compensation on the W-2

Employers will be required to report FFCRA leave compensation in either Box 14 of Form W-2, or in a statement provided with the Form W-2.

The reporting requirement provides self-employed individuals who are also employees with the information necessary to claim sick and family leave tax credits for which they are eligible. According to the Notice, these individuals must also report on Form 7202, *Credits for Sick Leave and Family Leave for Certain Self-Employed Individuals*, included with their income tax returns.

The guidance provides employers with optional language to use in the Form W-2 instructions for employees, explaining that the FFCRA leave wages may limit employees' tax credits for FFCRA leave with respect to any additional self-employment income.

Employee Leave Under FFCRA

The FFCRA requires covered employers to provide employees with up to 80 hours of paid sick leave and up to 10 weeks of partially compensated leave under the Family and Medical Leave Act for specified reasons relating to COVID-19.

Employers may take a dollar-for-dollar reimbursement through tax credits for all qualifying wages paid under the FFCRA. Applicable tax credits also extend to amounts paid or incurred to maintain health insurance coverage.

Provided to you by Libertate Insurance

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Highlights

FFCRA Wage Reporting

Employers are required to report employee compensation for FFCRA leave on Form W-2.

Box 14 or Separate Statement

Employers will report FFCRA wage information in Box 14 of the Form W-2, or in a separate statement included with the W-2.

The reporting requirement also provides information self-employed individuals need to properly claim tax credits for FFCRA leave wages.



Employers are required to report the amount of qualified sick and family leave wages paid to employees under the Families First Coronavirus Response Act (FFCRA) on Form W-2, according to guidance from the IRS and the U.S. Treasury Department.

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RISK & SAFETY MANAGEMENT

Occupational Health and Safety Administration Resources for Small Businesses



OSHA provides safety and health resources specifically designed for small businesses.

Find information on complying with OSHA standards and receive advice you can trust through OSHA's no-cost and confidential [On-Site Consultation Program](#).

READ MORE

COVID-19 Updates

Paid Leave Concerns When Employees Get COVID-19 Twice

Law360 is providing free

access to its coronavirus coverage to make sure all members of the legal community have accurate information in this time of uncertainty and change. Signing up for any of our section newsletters will opt you in to the daily Coronavirus briefing.



Mounting evidence now shows that contracting COVID-19 does not confer absolute immunity and that many individuals have now contracted the novel coronavirus more than once. So what happens when an employee exhausts his or her 80-hour emergency paid sick leave entitlement, recovers from COVID-19, and then contracts it again?

[READ MORE](#)

Governor Abbott Extends Statewide COVID-19 Disaster Declaration

"Governor Greg Abbott today issued a proclamation extending his Disaster Declaration for all Texas counties in response to COVID-19. Originally issued on March 13th, the Disaster Declaration provides the state a number of resources to effectively serve Texans as the Lone Star State continues to mitigate the spread of COVID-19.

'Extending this Disaster Declaration helps ensure that Texas has the resources and flexibility needed to effectively respond to COVID-19," said Governor Abbott. "To further mitigate the spread of the virus and overcome this challenge, Texans should continue to do their part by wearing a mask, social distancing, and staying home if possible."

[View the Governor's Proclamation Here](#)

How to Avoid Extra COVID-19 Testing Charges

Texans who want a test for COVID-19 can likely avoid unnecessary

How to avoid a big bill for a COVID-19 test

Ben Gonzalez, Public Affairs
Texas Department of Insurance

TDI

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 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](#)

Examples of Discounts Available to You:

- 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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