



IN THE KNOW

Insight Into HR News



OCTOBER 2007

VOLUME 3, QUARTER 4



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I-9 No-Match Letters/Immigration News

By Jeanne Obert, HR Representative

The U.S. Department of Homeland Security (DHS) announced on August 10, 2007, the final "no-match" regulations related to the unlawful hiring or continued employment of undocumented workers. This rule was to become effective on September 14, 2007. At the time of the printing of this newsletter, there is a court challenge to the new rule; this has delayed the implementation of the rule. The regulations describe:

1. the legal obligations of an employer when receiving a "no-match" letter from the Social Security Administration (SSA) or a letter regarding employment verification forms from DHS, and
2. "safe harbor" procedures that the employer can follow in response to receiving such letters.

Note:

- Letters for employees who should have been issued a "no-match" letter (based on their 2006 IRS Wage and Tax Statements [W2's]) were held until the DHS regulations were finalized.
- These letters are scheduled to be sent on or after September 14, 2007.
- For our PEO clients, these letters will be received by EMPO; we will be in contact with each client when this occurs.
- For our ASO clients, these letters will be received by the client; we are available to assist you through the process on receipt of a "no-match" letter.
- Detailed instructions for employers on how to verify and correct records will be included along with the letters.

The bottom line, however, is:

- If the discrepancy referred to in the "no-match" letter is not resolved within 90 days, and if the employee's identity and work authorization cannot be verified using a reasonable verification procedure, then the employer must choose between:
 1. Taking immediate action to terminate the employee (EMPO's recommendation), or
 2. Facing the high risk that DHS may find that the employer had constructive knowledge that the employee was an unauthorized alien. An employer who chooses this option is not afforded the "safe harbor" protection provided for an employer who chooses option #1 and, by continuing to employ the person, to have willfully violated the regulation.

Please feel free to contact EMPO Human Resources if you have questions or would like assistance with regard to this program. We will be happy to offer our support.



Automatic 401 (K) Enrollment

a key to successful retirement planning and saving

Over the last 25 years, as more of the burden of retirement planning is being placed back on the individual employee, there has been a dramatic shift in planning. This shift has put many employees' retirement at risk. Despite the many messages about the importance of saving for retirement, many employees are still not doing enough. Automatic enrollment may be the key to helping employees get back on track.

How Does Automatic Enrollment Work?

The plan automatically enrolls employees once they become eligible.

Participants are enrolled at a predefined minimum contribution rate.

Contributions are invested in a predefined default investment.

Participants may change their contribution rate or opt out of the plan at any time.

Automatic enrollment has been demonstrated to boost participation rates by 15–20 percent, with some of the most dramatic increases among the employee groups with the lowest participation rates. Automatic enrollment works because it makes saving for retirement easy and automatic.

Who Should Consider Automatic Enrollment?

Employers with consistently low employee turnover

Plans with low participation rates and/or low contribution rates

Plans that have a history of failing their annual non-discrimination testing

Plans looking to maximize benefits for highly-compensated employees

If you would like more information about automatic enrollment, or if you would like to discuss how to incorporate this feature into your plan, please contact Katie Peters at kpeters@empocorp.com or at 612-285-6250.

Cellular Savings for Your Business & Employees!

EMPO Partners with T-Mobile

bringing you and your employees service and savings

To continue to provide clients with "Fortune-500 benefits" for their employees, EMPO has recently partnered with T-Mobile on a group discount plan.

How It Works

Once the billings from all participants on EMPO's group plan reaches a certain amount per month, everyone on the plan will receive an 8% discount off their personal plan invoice. As the dollars billed go up (in other words as more people join), the percent discount goes up as well. In addition, T-Mobile will offer special discounts on phones and other accessories to those on the plan. The plan is good for all employees and their families whether they are currently on a T-Mobile plan or would like to switch over to T-Mobile.





Let's e-Network!

sharing ideas, leads & services with other EMPO Clients is a click away with EMPO Connections

At EMPO, we are always searching for and inquiring about the ways that we can provide our clients even more added value. One of the requests we received was for more EMPO sponsored client networking opportunities. To help fulfill that request, we created EMPO Connections—a password secure client directory located on EMPO's Web site.

The directory categorizes each EMPO client and provides brief product/service descriptions and contact information. As the directory is exclusive to EMPO clients, it is password protected. The password will be e-mailed to all our clients within the next week. In the meantime, if you would like to log in or if you have questions, please contact your account manager.

The directory will be updated quarterly. At that time, we will send an e-mail to check if your listing requires any adjustments. For now, we hope that you visit the directory to see who else is in EMPO's client family and that you connect with the businesses that are relevant to you and your business. If you do contact another EMPO client, please mention you're with EMPO as well. Visit www.empocorp.com today!

In Summary...

Communication and Conflict

Subjects of EMPO's recent Client Seminar

By Carol E. Gilson, VP HR & Client Services



EMPO's Client Education Seminar on "Effective Communications and Conflict Resolution" was held on September 20, 2007, at a new location—The Minneapolis Golf Club on Flagg Avenue in St. Louis Park—and was attended by more than 60 persons.

Communication is an all-important topic because it is the essential link that connects all aspects of an organization. Some of the many facets of communications we discussed—and on which we offered practical tips—were:

- Verbal and nonverbal communications
- One way/impersonal and two (or more) way/interpersonal communications
- Listening
- Technical and non-technical writing, including e-mails
- Formal and informal writing
- Communications in meetings
- Communicating with a diverse workforce
- Developing a comprehensive communications plan

Conflict, another all-important topic, occurs in every organization—but the more effective the communications the fewer conflicts will occur. Attendees viewed a conflict management video which demonstrated scenarios of employees involved in conflict, principles on conflict resolution and included great audience discussion. The seminar concluded with reviewing the importance of documenting conflict—as well as the importance of documenting all other significant employee situations.

If you were unable to attend and would like to have a copy of the seminar materials, please contact Rick Mathisen, HR Representative at 612-285-6254 or by e-mail at rmathisen@empocorp.com.

While we purposefully do not host seminars during 4th quarter due to holiday and other pressing business events, watch for our 2008 seminar schedule and topics in our January 2008 newsletter. We continue to appreciate your participation in our seminars.



Join In and Lower Your Cellular Bill

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How To Do It

Visit EMPO's extranet site as listed below:

<http://extranet.t-mobile.com/tmobile-exc/extranet/select.do?id=0d30a9cff8c8aa90028988a8a2481f18933dfb33891ec482>

Tips for Entering in Your Browser

Copy and paste the entire URL from this document to the address field on your open browser window.

Review the URL after it is pasted to ensure the entire URL was pasted correctly.

Hit the Enter key on your keyboard

When To Do It

If you are a current T-Mobile user, you can visit the site now and complete the migration plan to have your minutes included in EMPO's plan. The plan/corporate node number is 3211743. There is no cost for this, and your contract rate remains the same.

If you aren't a T-Mobile user, you can switch now and the activation fee will be waived. You will, however, still be responsible for any early withdrawal fees from your current provider. Or, you can wait until your current plan expires and then switch to T-Mobile. Just make sure to give EMPO's plan number when signing up for service. Once again, the plan/corporate node number is 3211743.

Who Can Do It

So that everyone can benefit by the discounts we can receive through this program, we hope you share this opportunity with your employees. Any questions on the program itself, please contact your EMPO account manager or call 612-285-8707. Any questions on the forms or service, please contact Tom Martin at Tom.Martin@t-mobile.com.

Did you know...

The cost of replacing an employee ranges from 50 to 150 percent of that employee's annual salary.

download a complimentary, fall desktop image today!
visit www.empocorp.com

If you have ideas for topics or information that you would like to see included in a future newsletter, please e-mail tswanson@empocorp.com.