

EMPLOYEE NEWSLETTER

The Employer Group, Inc. ❖ www.TheEmployerGroup.com ❖ 800-406-9675 or 608-258-4800 ❖ 608-258-4802 (fax)



THE EMPLOYER GROUP
OPERATE SMARTER

Flex Reimbursement

Are you participating in The Employer Group's flexible spending plan for 2007? If you are having money held from your paycheck on a pre-tax basis to help defray medical and/or dependent care expenses, this information is for you!

It is important to receive the full benefit of using the flexible spending plan by making sure that you get your requests for reimbursement in before the deadlines.

The form to request reimbursement is available any time by simply going to The Employer Group's website and choosing "Forms," "Employee Forms," and choosing the appropriate reimbursement form from the "Flex Forms" portion of the page. Once you've completed the form and have your receipts attached, fax or mail it to The Employer Group for reimbursement.

Sound like a good idea for you but you are not participating in 2007? Don't worry—you'll have a chance to participate in 2008. Call us today if you have questions about this great benefit! ❧

For Your Health

As the temperatures continue to climb, many are outside participating in activities to become healthier. Below are some important tips to remember, keeping in mind to check with your doctor before making any big changes:

1. Drink lots of water. Eight glasses of water a day is a good standard. Increase that amount if you will be perspiring. Increase your water intake all day long, not just when you are outdoors.
2. Eat healthier. It is important to be putting the right foods into your body. This means less processed and more whole foods, concentrating on fruits and vegetables. How your body responds to an activity depends on what nutrients you are putting in it.
3. Stretch. It is critical to warm up adequately and slowly, making sure all muscle groups are ready to begin a workout. After your workout is complete, do a full body stretch and cool down.

Whether you are walking your way to fitness, playing in a summer softball league, or training to run a marathon, making sure your body is ready and able to handle being outside is the first and most important step to take. ❧

Ask Amy...

QUESTION:

I want to see a previous paycheck stub. How do I log into the system so that I may view it electronically?

AMY:

You can just go to our website, www.TheEmployerGroup.com, and click on the icon at the top that shows as "Employee Web Access." To log into the system, enter your user name and password. The first time you log into the system, your user name and password are the same (the last 4 digits of your social security number, hyphen, and your 4-digit birth year. For example, 5862-1972). We recommend that you change your password to something that you can remember after logging in the first time.

The web page will show you all the benefits in which you are enrolled, your year-to-date earnings, and you can verify the accuracy of your personal information that shows up on your paycheck.

QUESTION:

How do I change my direct deposit? I switched my bank and now I need to make sure my paycheck goes into the right account(s).

AMY:

You can just go to our website, www.TheEmployerGroup.com, and click on "Forms," "Employee Forms," then select "Authorization for Direct Deposit." Once we receive your new information, as long as we receive it by Monday of the week you are to be paid, that information will be processed in our system and the change will immediately be made effective.

Do you have a question for Amy? We encourage you to take this opportunity to get answers to questions that you might have for us! Just drop us a note at RIS@TheEmployerGroup.com. We look forward to hearing from you! ❧



Quote of the Month

There are no secrets to success: Don't waste time looking for them. Success is the result of perfection, hard work, learning from failure, loyalty to those for whom you work, and persistence.

~General Colin Powell, U.S. Army (retired) ❧

Useful Information about Your Benefits

This information is not meant to be inclusive of all your benefits, just highlighting of a few of them.

All about FMLA

What is FMLA?

- ◆ The Federal Family and Medical Leave Act (FMLA) provides all eligible employees with 12 weeks of unpaid job protected leave each year for family and medical leaves of absences.
- ◆ All employee benefits are maintained while the employee is out on leave. Starting May 1, 2007, The Employer Group is requiring that employees out on unpaid FMLA leave pay their portions on the benefits premiums each pay period in order to maintain coverage.
- ◆ FMLA is a job protected leave; the employee must be returned to his or her previous position, or an equivalent position with the same pay, benefits, status, and terms and conditions of employment.

Who is eligible?

- ◆ An employee is eligible for FMLA if they have been on the payroll for any 12 months, and have actually worked at least 1,250 hours in the last 12 months.
- ◆ The employee works for an employer with 50+ employees. Employees of The Employer Group would qualify even if the worksite location has less than 50 employees.

What are qualifying FMLA absences?

- ◆ The employee's own serious health/medical condition.
- ◆ A serious health condition of the employee's immediate family (spouse, child or parent).
- ◆ Birth or adoption of a child or the placement of a foster child with the employee.

Taking FMLA leave. . .

- ◆ The employee must give 30 days notice when the need for leave is foreseeable. If the leave is not foreseeable, the employee must provide as much notice as possible.
- ◆ The 12 weeks of leave can be taken in either a block leave or on an intermittent basis for a serious medical condition. An employee can also take intermittent or reduced schedule FMLA for the birth of a child, adoption, or placement of a foster child if the employer agrees to it.
- ◆ All employees taking FMLA leave will need to provide medical certification.
- ◆ To apply for FMLA leave please contact The Employer Group.

NOTE: Some states including Wisconsin, Minnesota, and Oregon have state Family and Medical Leave laws. In these states the state law and federal law both have to be considered. In some cases the state law has different eligibility requirements and allows for more or different types of leave. ☞

New Vision Insurance for 2008!

The Employer Group will be changing vision insurance providers for 2008. The new insurance will be through Vision Insurance Plan of America, Inc. The new provider will allow us to offer a better benefit at a lower monthly premium for employees! The new plan will also have a materials-only option for employees who just need coverage for glasses or contacts but not an annual eye exam. Vision Insurance Plan of America does have a different network of vision care providers than our current provider, VSP. Vision Insurance Plan of America has thousands of nationwide vision care providers. To look for a provider in your area go to www.visionplans.com. Information will be sent to you in the upcoming months with more information about this exciting change in benefits. ☞

Life Insurance

A Valuable Employer-Paid Benefit!

All full time employees of The Employer Group receive a very valuable employer-paid benefit! The Employer Group provides \$20,000 of Life and Accidental Death and Dismemberment (AD&D) Insurance and Long Term Disability coverage to all eligible employees. The Long Term Disability benefit has a 90-day elimination period after which it will pay 60% of your salary up to a maximum benefit of \$5,000 (non-exempt) or \$6,000 (exempt) per month while you are off from work due to a disability or injury that makes you unable to perform your job.

Each full time employee should have completed an enrollment form for the Life & AD&D and Long Term Disability benefit when they were first hired by The Employer Group or when they first became a full-time employee with The Employer Group. On this enrollment form each employee was asked to name a beneficiary for the life insurance benefit. Please remember to keep your beneficiaries up-to-date. You may change beneficiaries for your life insurance at any time. If you would like to change a beneficiary or do not know who you originally listed, please contact The Employer Group and we can assist you in updating this information. ☞

Walking Update

As you may recall, the on-site staff at The Employer Group are participating in our Walking At Work wellness program! Following is an update for the month of June for those of you participating in your own wellness program at your work site:

Team Name	Average Steps Taken
"Favorites"	9,183
"IBH"	8,179
"Walk All Over You"	5,783
"Walk The Talk"	7,030



Remember, the goal is 10,000 steps per person per day! How are you doing in your own wellness program? We'd love to hear how you are doing—drop us a note to let us know! ☞