

EMPLOYEE NEWSLETTER

The Employer Group, Inc. ❖ www.TheEmployerGroup.com ❖ 800-406-9675 or 608-845-3377 ❖ 800-319-0516 (fax)



THE EMPLOYER GROUP
OPERATE SMARTER

Get Those Receipts In!

If you are currently participating in either Flexible Spending (for 2007) or you have expenses that you are waiting to submit, you need to be sure to submit those receipts soon, ensuring our ability to reimburse you for them!

The form to request reimbursement for Flexible Spending 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 (FAX #: 800-319-0516).

The form to request reimbursement for any other expenses you may have incurred over the course of doing your job (for example, mileage reimbursement) is also available any time by going to our website under "Forms," "Employee Forms," and "Expense Report." Complete it, have your supervisor sign it, and fax it to us! The reimbursement will appear on your paycheck. ☞

Verify Your Information!

The end of the year is fast approaching. Soon it will be time for you to receive your W-2 in the mail, so please take a look at your pay stub and verify that your name is spelled correctly and that we have the correct address for you.



Any changes to your name or address need to be submitted to The Employer Group no later than December 28, 2007, ensuring the change will be reflected on your W-2. To submit a change you can fill out the change of address/name form on our website. If we do not have your correct address on file, it will likely result in a delay in receiving your W-2. ☞

OPEN ENROLLMENT REMINDER

2008 Open Enrollment is now here! Please watch for your open enrollment packets in early November. Packets will be mailed to the mailing address you have on file with The Employer Group. The packet will contain information on the benefits and rates for 2008 and will give instructions on how to make changes. **Please remember that open enrollment is generally the only time you can make changes to your benefits.** Please



review your current benefits elections and contact The Employer Group during the open enrollment period if you wish to make any changes for 2008. ☞

Ask Amy...



QUESTION:

My boss wants to give me a year-end bonus. How do we let you know and by what date to I need to make sure my boss gets it turned in?

AMY:

All year-end and holiday bonus pay requests must be received no later than Friday, 12/14/07, in order to process them by the end of 2007. Any request received after that date will NOT be processed in 2007 and will be paid out on the first payroll in 2008.

All fringe benefits information (ex: personal auto use) must be received with the last payroll of 2007. If you are not sure when your last payroll is, please contact the Payroll Department at 800-406-9675. NO fringe benefits for 2007 will be paid out after the last payroll is run for 2007.


QUESTION:

I'm starting to think about taxes. When do I get my 2007 W-2?

AMY:

W-2s will be mailed out directly to the employees no later than January 31, 2008. You will now be able to receive your W-2 electronically—watch for information about this great free benefit, coming to you as a paycheck stuffer later this month.

QUESTION:

If I will be out of work (other than just for vacation) for more than three days, what do I need to do? 

AMY:

You should be sure to apply for Family & Medical Leave (FMLA). FMLA will protect your employment while you are out. Of course, there is lot more to this benefit than can be put here, so please contact us if you feel that you will be out on FMLA-qualified leave. Have a doctor's note for being absent? Please fax it to us so that we have it in your records here.

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 info@TheEmployerGroup.com. We look forward to hearing from you!* ☞

Quote of the Month

The six steps to becoming a better listener are done by forming a LADDER:

- Look at the person speaking to you.
- Ask questions.
- Don't interrupt.
- Don't change the subject.
- Empathize.
- Respond verbally and nonverbally.

~Author unknown ☞

