



August 2015

HOWARD LEASING Professional Employee Services

OFFICE CONNECTION

It's Not About Doing Different Things, It Is About Doing Things Differently

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Labor Day Closures

Just a friendly reminder that Howard Leasing will be closed on Monday, September 7th in observance of Labor Day. Since most companies will also be, we would like your help in meeting the necessary deadlines.

1. If your company is a Monday delivery and you need your payroll on a different day, please notify your payroll tech by Thursday September 3rd.
2. Due to direct deposits and direct debits needing two business days to process, please notify your pay tech with any date adjustments.

Howard Leasing would like to wish you a safe and Happy Labor Day Weekend!



BOVINC THE CHRISTIAN SCIENCE MONITOR

Transgender Bathroom Battles— Coming Soon to Your Workplace

- If you have single occupancy restrooms, designate them as unisex when possible.
- If you don't have a single occupancy restroom, and you have an employee who is transitioning to the other sex, consider giving the employee an "in use" sign to post on the restroom door while she or he is inside.
- If people object to transgender individuals using "their" restrooms, provide educational opportunities to help explain why, for example, the male-to-female transgender person wants to use the women's restroom and to help explain why women are objecting to this. An open discussion provides an opportunity to air– and we hope–to resolve, specific concerns.
- Consider, if you don't have accessible restrooms, installing a restroom that is accessible to people with disabilities and designating it as a unisex/accessible restroom. The Federal Americans with Disabilities Act requires places of accommodations to make their restrooms accessible if doing so is readily achievable or affordable. Such restrooms not only help people with disabilities and transgender people, but they also help families, such as a mother with a son who needs to use the restroom.
- In dressing rooms or locker rooms, take steps to create private areas by installing curtains or cubicles.

Upcoming Holidays

Columbus Day¹	Monday, October 12
Veteran's Day¹	Wednesday, November 11
Thanksgiving Day²	Thursday, November 26
Christmas Day³	Friday, December 25



¹ Howard Leasing will be open for normal business. Please note that this is a banking holiday and this will effect payroll dating.

² Howard Leasing will be observing this holiday on both Thursday and Friday. Please note that this is a banking holiday and this will effect payroll dating.

³ Howard Leasing will be closed. Please note that this is a banking holiday and this will effect payroll dating.

USCIS Updates

Those who use a permanent resident card that says “signature waived” should know this is now an acceptable document for Form I-9, Employment Eligibility Verification, as long as it is not expired and reasonably appear to be genuine and to relate to the person presenting them.

There are special circumstances to why a “Green Card” may not have a signature, such as a child under the age of consent or individuals who are physically unable to provide a signature; however, since February of this year, signatures are being waived for those people entering the United State for the first time as lawful permanent residents after obtaining an immigrant visa aboard from a US Embassy or consulate. Have a look at the example of such a card.

Example of a Green Card without a signature



WATER. REST. SHADE.
The work can't get done without them.

Prevention Tips to avoid Related Illness in the Workplace:

Heat Illness Prevention

As we near the middle of the summer, many employees are experiencing excessive heat exposure on the job sites. Heat related illness not only makes you feel terrible, it can also harm your health, hurt job performance, increase injury potential and even cause death.

Symptoms of heat exhaustion include: nausea, fatigue, headaches, wet clammy skin

- Increase the frequency and duration of rest breaks.
- Drink 5-7 ounces of cool water every 15-20 minutes to keep hydrated
- Cool off under a tree, fan, or an air conditioned room
- Perform the more strenuous tasking during cooler times of the day
- Work in the shade when possible. Wear cotton/loose clothing which allows moisture to evaporate quickly.

1. Recently we have undergone a **website revamp**. We are proud to announce the many new changes and user friendly functions that have been added.
2. As always our **client and employee Ez-Web portals** are available. These allow clients to report payroll, run reports, and retrieve employee W-2's along with many other functions. Also, the employee has the ability to access their personal pay information and W-2's.
3. Also, our **Time Clock** link is available for those clients that utilize that function.
4. Another useful function is our varies **employment forms** that are now all PDF Fillable.
5. Finally, we do have our updated **Employee Injury packet** available. It is imperative that your company is using the most recent packet for reporting on the job injuries.

