

## 2020 First Quarter Newsletter

**First of the Year Audits** - In order to reduce any payroll or benefit issues later in the year, remind your employees to check their January paychecks for correct salary as well as benefit and tax elections. It is better to correct as soon as possible instead of months down the road.

**Ready to Clean Up?** – With the new year, it is a good time to clean up your human resource and employee files, whether it is hard copies or an on-line version. For example, if you have files on terminated employees that have been gone more than seven years, they should be shredded or deleted. You do not need them, but more important is that you do not want to keep any personal information longer than needed. To see a list of File Retention Guidelines, go to; <https://www.humanresourcesolutionsllc.com/forms--news.html>

**Are you running a Bi-Weekly Payroll?** – If your payroll is bi-weekly, you may be processing 27 payrolls in 2020, instead of the typical 26. Because 2020 is a leap year and the way the days fall, some employees could receive an extra paycheck. If you have not addressed the extra payroll, you should contact your payroll provider or reach out to HRS for guidance right away.

**National Labor Relations Board**— *We don't have a union so why should I be concerned???* You may question why the NLRB is important to your business. The NLRB is responsible for several employment laws that don't involve union activity such as the right for employees to discuss certain employment conditions on social media. For more guidelines, go to <https://www.humanresourcesolutionsllc.com/forms--news.html>

**For help with any of your human resource and benefit needs, a free one-hour consultation or information on any of the above items, please contact [info@humanresourcesolutionsllc.com](mailto:info@humanresourcesolutionsllc.com)**

*This newsletter is intended to provide general guidance about recent topics in Human Resources. It is not a legal opinion. For answers to your specific questions, please consult with counsel.*