

# SMALL BUSINESS GROUP



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# CONTACT

JULY 2014

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7/3 & 7/4

- Office is Closed for Independence Day



7/15

- Payroll information/QB files due at SBG
- Payroll tax deposit due if liability is over \$2,500

7/21

- Sales Tax Report is due

7/31

- Payroll Reports filing deadline



## 2ND QUARTER PAYROLL DUE

Second quarter “payroll worksheets” will be emailed to you from Small Business Group (mailed for those who do not use email) by July 1st. QuickBooks users will receive our quarterly payroll letter requesting your updated files. For your convenience, simply upload your file to the SBG Portal. **Contact Kewanna if you need assistance using the SBG Portal.** If you prefer, you can bring or mail us your USB stick. Don’t forget to send us your preprinted RT-6 when you send in your payroll, if possible.

**Remember: Payrolls are processed on a first-in, first-out basis. Payrolls received after July 21st may not be completed by the payroll filing deadline of July 31st. Payrolls with missing information will not be processed until all information is received.**

**When sending us your QuickBooks file, please send us a backup or a portable company file reconciled through 6/30/14. Please do not use the Accountant’s Transfer Copy.** If you have any trouble or have additional questions, contact Kewanna at 731-2221 or by email at [kgroman@smallbg.com](mailto:kgroman@smallbg.com).

## OFFICE HOURS:

Monday - Thursday  
8 am to 5 pm

CLOSED FRIDAYS  
(Apr 15th—Dec 31st)

## Semi-Weekly 941 Deposit Due Dates

Payroll Check Date:	Deposit is Due on:
Jul 1	July 7
Jul 2-4	July 9
Jul 5-8	July 11
Jul 9-11	July 16
Jul 12-15	July 18
Jul 16-18	July 23
Jul 19-22	July 25
Jul 23-25	July 30
Jul 26-29	August 1
Jul 30-Aug 1	August 6



## Top Employment Topics for 2014

Businesses have faced several years of increased regulatory activity in the employment arena both with new legislation and increased enforcement. Additionally, there have been many important and ongoing developments that have been and continue to affect the business sector. Below are 10 specific areas we recommend employers be aware of in 2014.

### 1. Increased Enforcement of Independent Contractor and Employee Classification

Many businesses improperly classify part or all of their workforce as independent contractors, either out of a desire to save money or because they do not understand the distinction between contracting and employment. Misclassification can be a costly error, leading to tax and other penalties and exposure to uninsured risks. Federal and state agencies have added significantly to their staffs in order to increase enforcement. Businesses that use independent contractors should review their practices to ensure that they are not open to a misclassification challenge.

### 2. Managing Employee Leaves

Protected leaves of absence have become increasingly complex. Many states, cities and other governmental entities are passing mandated leave laws for employees that go beyond the Family and Medical Leave Act (FMLA) – which also has been expanded. As a result, employers of all sizes may be required to hold positions open and provide benefits for employees who previously may not had a legal leave entitlement. Plus, the burden of administering employee leave is increasing. Additionally, the interaction between protected leave and laws requiring accommodation of disabilities must be considered.

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### 3. Wage and Hour

Wage and hour litigation remains the most common kind of employment-related lawsuit in federal courts across the country. The availability of attorney fee and mandatory penalty awards and the prospect of class actions make wage and hour litigation attractive to plaintiff attorneys. To minimize risk, employers should make sure workers are classified properly as exempt or nonexempt from overtime requirements, keep reliable time and attendance records, and review compliance with state requirements, which might include increased minimum wages, overtime enhancements, mandatory breaks and required notices to employees.

### 4. Benefits Strategies

With the Affordable Care Act (ACA) front and center, and requirements constantly changing, employers need to evaluate the impact this law has on their businesses and make strategic decisions about how to move forward. Many businesses have been running the numbers to evaluate the cost of offering benefits against possible exposure to penalties. Many are also evaluating changes to their workforce structure and FT/PT positions to minimize the bottom line impact. These are critical areas for evaluation, however employers should not overlook the secondary impacts such decisions have on recruiting, retention and morale. Employers should consider the competitive landscape and how businesses in their industry or market are responding to maintain their ability to attract and retain high-quality employees.

### 5. Marijuana in the Workplace

While marijuana remains an illegal drug under federal law, several states have legalized the use of medical and/or recreational marijuana. This requires employers to balance their obligation to maintain safe, drug-free workplaces against new rights and policies, many of which are not well defined. This is an actively changing area in 2014 as new laws and court cases interpreting them take effect.

### 6. Employee Eligibility Verification

Enforcement of employee eligibility requirements, especially form I-9 compliance, has ramped up significantly. The Department of Homeland Security sees I-9 penalties as a significant source of revenue; it has hired additional investigators and is less willing to negotiate penalties, which can be levied for even minor technical defects. An increasing number of employers are also being required to use the E-verify system. Employers should audit their existing I-9s at a highly granular level and ensure that new I-9s are filled out and maintained properly.

### 7. Handling Harassment and Discrimination in the Workplace

More states are enacting legislation to counter discrimination for an expanded list of protected classes such as pregnant women, homeless persons, crime victims, LGBT individuals and supervisors. While no legislation exists in this area yet, employers need to take a broad look at their workplace and adopt policies and actions that support an environment free from such harassment and discrimination.

## GROW our Business

SMALL BUSINESS HELP

### Do you KNOW an Entrepreneur?

Refer them to Small Business Group & they will receive a one-on-one consultation... FREE!

If they sign up with SBG, YOU could receive a credit on next year's client engagement.

Contact SBG at 731-2221

### 8. Employees' Expression Rights

New technologies and recognition of employee diversity has called into question many traditional notions of an employer's ability to control employee conduct. The National Labor Relations Board (NLRB) in particular has taken an activist role, seeking to penalize employers for everything from taking employees to task for insulting their employers in social media to traditional disclaimers in employee handbooks. This is a fast-developing and hotly contested area of the law and employers should not only keep current, but also evaluate their willingness to risk disputes in order to protect legitimate interests.

### 9. Background Checks and Discrimination

Employers need to be aware of federal, state and local legislation regarding the use of background checks in employment decisions. A growing number of jurisdictions have passed "ban the box" legislation making it illegal to inquire about an applicant's criminal history. The EEOC has also issued guidelines on the use of criminal and credit history, encouraging individual analysis rather than uniform standards. Employers need to be aware of their state's legislation, make sure their applications are up-to-date and be sure to create compliant processes that are followed by all hiring managers and HR personnel.

### 10. Unemployment Compensation Penalties

New laws are in effect that penalize employers who fail to provide information requested by state agencies to administer unemployment claims, including untested claims. Even one or two incidents of untimely response can result in monetary penalties, suspension of the right to protest claims and adjusted unemployment contribution rates. Businesses must have effective processes to maintain and provide information required by unemployment agencies within tight deadlines.

[www.oasisadvantage.com](http://www.oasisadvantage.com) – May 2014

## HONOR OUR TROOPS

As you gather with your families on July 4th, let's not forget to take time to be grateful for the freedoms being defended by our troops around the world. Thank you to those in the military and their families who are making sacrifices so that we have a stable business climate to develop our dreams. Let's never take that for granted!