

**Focus upon these important HR issues within the next three months:****I-9 Forms**

- Must be done on all employees - fines are high if not done or not done correctly
- Need to be filed in a separate locked file not in the personnel file
- Can be found with instructions at <http://www.uscis.gov/i-9>

**Records**

- Keep employment records long term now due to Lilly Ledbetter Act - not for just 7 years
- Keep all records of why employees were hired, chosen for promotions, given salary increases or not hired, not chosen, or not given salary increases.
- Each position change needs to be documented carefully why one the job change was made.

**Employee Vs. Contractor**

- Critical to have made real determinations why people are classified in these categories.
- Companies generally have no control over

You can find the Federal contractor vs. employee rules at <http://www.dol.gov/elaws/esa/flsa/docs/contractors.asp>

**Exempt vs. Nonexempt**

- This is not how you pay - hourly or salary, it is determined by the nature of the job.
- You cannot make this decision by title or salary type.
- It is determined by the nature of the job description.

See the DOL information <http://www.flsa.com/coverage.html>

If you have any questions, please call Innovative Outsourcing.  
Our HR professionals are glad to provide guidance.

PRESENTED BY CINDI FILER, President and Founder of Innovative Outsourcing

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