



Fun Fall Fact: This October has 5 Fridays, 5 Saturdays and 5 Sundays... that only happens every 823 years! Enjoy!

Voting Leave in Colorado

With November just around the corner, you might start getting questions about employees being allowed to leave work in order to vote in this November's Election. Here is what Colorado Employers are required to do:

Any employee who is eligible to vote whose scheduled hours on Election Day do not allow them three (3) consecutive hours of non-work time while the polls are open is entitled to be gone from work for up to two (2) hours in order to participate.

Employees must submit a **written request** to be absent from work to vote **PRIOR** to Election Day and all employees must be paid for this time, up to two (2) hours.

Employers may specify hours for leave, but employees may request time at the beginning or end of a shift.

VSI has created a Voter's Request Vote form!

Written requests can be submitted by employees in any fashion (email, hand written... etc) but we have created print-and-use form for your convenience and it can be found on the VSI website @ www.vsi-inc.net.

Payroll Reminders

W-11 Form

If you have NEW employees who have been unemployed or who have worked less than 40 hours in the 60 days prior to their employment with you, the company is eligible for a tax credit through the end of 2010. If the employee has determined that they are eligible, simply have them fill out and sign the W-11 form and submit it to VSI with their other new hire paper work!

Payroll Deductions

Just a reminder that you will want to have an Authorization to Deduct form on file for any deductions made from an employee's paycheck, other than those that are required by law.

Employees need to specifically authorize the deduction in writing and the form needs to be sent to VSI prior to processing payroll. This will help us ensure that you have the documentation you need and that deductions get made timely and accurately!

Address changes for W-2s

With the end of the year approaching we will be printing W-2 forms before you know it!

Please remind your employees to submit a Change of Status form for any address changes they may have experienced this year, if they haven't already, so that we can make sure their W-2s make it to the right place!

The Change of Status form can be found on the VSI website www.vsi-inc.net or you can contact the HR Manager @ eva@vsi-inc.net to have the form sent to you!

Don't Forget about Flu Shots!

Visceral Solutions and Safeway supermarkets are pleased to provide a discounted flu shot program to all VSI client employees!

PROGRAM DETAILS:

- Shots are discounted to \$25 for all VSI client employees AND their immediately family. **Make sure to bring voucher.**
- Includes flu mist! (Age restrictions apply)
- ALSO, receive 10% off grocery purchases for next seven (7) days with your purchased flu shot!
- Employee ID number required. You may use the last six digits of your SSN or phone number if you don't have one.

Please contact VSI's HR Manager @ eva@vsi-inc.net if you need the voucher to be sent to you!

Did you KNOW? Daylight Savings Time ends Sunday November 7th this year!