

Visceral Solutions, Inc

Client Newsletter Winter 2011

2011 Employment Posters have been delivered! If you need extras, don't hesitate to ask!

Don't Forget!

Sunday March 13th - Daylight Savings Time begins!

Thursday March 17th - St. Patrick's Day!

Friday April 1st - April Fool's Day!

Sunday April 25th - Easter Sunday!



New Payroll System Options!

In addition to last quarter's new option for adding additional pay rates, as well as departments, you may now create additional pay types!

You can now create and name up to 8 different Commission, Reimbursement, and Other Earnings pay types per employee. This option can replace using the current terms of "other earnings" and "other earnings II".

For clients who are interested in using this new feature, simply let VSI know what names you'd like to use to identify pay types and we will take care of the rest!

Other Payroll Updates~

- 2011 CO Minimum wage- \$7.36
- HIRE ACT credits have expired
- 2011 IRS Mileage Rate went up to \$.51 cents per mile
- Employees are only contributing 4.2% to Social Security Tax, effective January 31st, 2011
- Employees can access the Visceral Solutions payroll site to get their paystubs and wage data. All we need is the employee's name and their preferred email address to set up their access!

If you have questions, comments, suggestions or concerns about the content of this newsletter, please contact Eva Whitehead, HR Manager for Visceral Solutions, at 303.927.8325 or eva@vsi-inc.

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Humor at Work

Is April Fool's Day appropriate for your workplace?

It's true. Humor in the workplace can go one of 2 ways... it can be either a fantastic morale booster or a serious problem. To help you stay on the safe side where humor helps create a positive atmosphere, it's important to remember that morale is boosted when humor is appropriate, it includes everyone and it has good intentions.

Here are some things to consider...

- 1. **Think about your culture.** Are practical jokes appropriate for your culture and business operations? What kind? There is always a line for each organization that should never be crossed.*
- 2. **Remind your employees that normal rules of conduct are not suspended for April Fool's Day.** It's also a good idea for managers not to prank their subordinate employees and for employees to be VERY careful when attempting to prank their boss!*
- 3. **Practical jokes usually have a target.** They can be hard to pull off without hurting someone's feelings or making them feel isolated. It is important to use caution when playing them! Never use a practical joke to get back at an employee that is disliked or someone that has asked not to participate.*
- 4. **Think before you act.** Will everyone look back next year and laugh again? Or will someone cry? Think about the potential repercussions and outcomes PRIOR to making any jokes.*

Humor has the potential to help or hurt the environment for employees so you'll want to make sure it is constructive and beneficial to your workplace!

