

Did You Know? Payroll Best Practices and Resources

Support Kansas City would like to provide you with a quick payroll “snack”. We have gathered a few links to timely topics in the world of payroll and human resources. Please consult our payroll professionals at Support Kansas City with any questions regarding payroll and payroll best practices.

Payroll Snack:

Form I-9 (Employment Eligibility Verification) has been updated effective 7/17/17 and the new form can now be used. **This new form will become mandatory on 9/17/17.** To obtain the form along with instructions, please visit: <https://www.uscis.gov/i-9>.

Non-exempt employees that work over 40 hours in a work week must be paid overtime at time and one-half. Not sure if an employee is non-exempt or exempt? (Note: an employee may be salaried and still be non-exempt.) Please visit: https://www.dol.gov/whd/overtime/fs17a_overview.htm

Are you thinking of hiring an intern or other “contract employee” and you’re not sure if they should be paid as an employee or a contractor? Visit: <https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>

Equal Employment Opportunity Commission requires that employers keep all personnel records for one year. If an employee is involuntarily terminated, his/her personnel records must be retained for one year from the date of termination. Additional requirements can be found at:

<https://www.eeoc.gov/employers/recordkeeping.cfm>