



Spring Has Sprung!

Spring 2014



Compliance Corner

**Do you have employees in
New York City? Paid Sick
Leave Act takes effect on
April 1, 2014**

New York City employers with **five** or more employees must provide at least five days of **paid sick leave** to employees. Employers with **less than five** employees must provide five days of **unpaid** sick leave to employees. Employers are required to post notice of this new law. For a copy of the posting and more information click on : www.nyc.gov/paidsickleave

**Did you know that you could
qualify for a tax credit for
hiring students in NYS?**

The minimum wage reimbursement credit took effect on January 1, 2014, and

Bring on the warm weather...

After a deep freeze, new growth occurs.

With new growth comes new procedures and policies. Have you implemented changes in the new year? Maybe new roles for current employees have been established. Perhaps it is time to update company policies, handbooks, compensation or benefits.



Whatever is on your plate, New Life HR Solutions has over 25 years of expertise in all areas of Human Resource Management and can help you maneuver through the myriad of laws and regulations that have to be complied with.....and ultimately allow you to focus on your core business.

Contact us for a free consultation and let our experienced staff take these worrisome issues off your hands.



***Lucille Mavrokefalos
President and Founder
New Life HR Solutions***

2018. It allows eligible employers, or owners of eligible employers, to obtain a refundable tax credit equal to the total number of hours worked by certain students during the taxable year for which they are paid minimum wage, multiplied by the applicable tax credit rate for that year.

A student qualifies for the tax credit if the student is:

1. 16-19 years old;
2. employed in New York State;
3. paid at the New York minimum wage rate during some part of the tax year; and
4. enrolled full-time or part-time in an eligible educational institution during the period he or she is paid the New York minimum wage rate.

For more information about this tax credit go to:
ny.tax.gov

For more information and guidance in all areas of Human Resource Management and Compliance contact us for a free consultation:

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Time for Some Spring Cleaning...



Business and employment documents create an important history of your transactions with employees and agencies. It is important these records are available to resolve questions that may arise in the future.

Your records should be maintained for a minimum period of time according to the following recommended retention periods. In certain circumstances involving pending or potential litigation, extended record retention periods may apply. Consult your legal counsel prior to discarding documents that may be subject to an extended retention period.

Some requirements apply to most or all employers, while others apply primarily to government contractors and subcontractors. Below are the Federal recordkeeping requirements, you should check with your individual state for additional requirements that must be followed.

Recommended record retention periods

To guide you in minimizing your risks, below is a list of generally accepted, reasonable time periods recommended for retaining employment records.

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|-------------|--|
| One Year | <ul style="list-style-type: none">• Selection, Hiring and Employment Records (2 yrs for Federal Contractors)• Drug Test Records (1 yr from test date - up to 5 yrs for records relating to drug testing for DOT positions)• Credit Report (no retention requirements - law requires shredding of all documents containing information derived from a credit report. Don't discard for at least one year) |
| Two Years | <ul style="list-style-type: none">• Affirmative Action Plan/Data |
| Three Years | <ul style="list-style-type: none">• Employment applications• Insurance policies (expired)• Internal audit reports• Payroll records, time sheets/cards (under the Lilly Ledbetter Act it is recommended that employers retain records for length of employment plus an additional 5 years)• 1-9s - 3 yrs from date of hire or 1 yr after date of termination, whichever is later• Family Medical Leave Records |
| Four Years | <ul style="list-style-type: none">• Tax Records |
| Five Years | <ul style="list-style-type: none">• Safety Data |
| Six Years | <ul style="list-style-type: none">• COBRA (no recordkeeping requirements under DOB RA, however, recommendation that records be maintained for 6 yrs to remain consistent with ERISA requirements)• Employment Benefits |