



# Your Advantage

*News and information to help you and your business succeed*

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## January Changes

January seems to be the month of changes. When writing down the date, not only do we change from writing December to January, but we have to also change from writing 2008 to 2009.

January also feels like a good time to make changes (also known as "resolutions") in our work and personal lives. Unfortunately, some of those changes don't even last the month of January, let alone the whole year. Some changes in 2009 that will last longer than most diet resolutions:

- A new President
- New FMLA rules and poster
- New ADA rules
- New minimum wage rate in some states
- New Federal minimum wage rate in July 2009

As your Employer Advantage team, we look to working with you regarding these changes as well as meeting your other human resource, payroll, risk management, benefit and tax needs. The one thing that we won't change in 2009 is our commitment to providing great service to our clients.

Happy New Year!

## Employer Advantage To Provide E-Verify

### General Contractor Rule May Affect Many Employers

Beginning January 15, 2009, many federal contractors and sub-contractors will be required to use E-Verify to check the legal status of new hires and existing employees working on federal contracts. Federal contracts awarded or solicited after January 15, 2009 will require E-Verify if they meet all of the following criteria:

- Governed by FAR,
- Performance period longer than 120 days,
- More than \$100,000 in value, and
- Performed in the US

Indefinite or quality contracts may be modified if they will last longer than six months or if a substantial amount of work remains. Subcontractors may be subject to E-Verify if the federal contract is covered and the subcontract is more than \$3000.

The types of contracts that are exempt include:

- Grants to universities
- Bulk cargo
- Commercially available off-the-shelf items (COTS)

Employers must notify Employer Advantage within 30 days of the qualifying contract or subcontract is awarded. Employer Advantage will verify all new hires working directly on the contract. Existing employees working directly on the contract will also be verified unless the contract is with a state or local government. Employers who think that they might be subject to the E-Verify Federal Contractor Rule should contact Employer Advantage for more information on the E-Verify program.

# I-9 ID List Revised

Beginning February 2, 2009, expired IDs may not be accepted for the completion of the Employment Eligibility Forms or Department of Homeland Security (DHS) Form I-9.

US law requires that newly hired employees must complete a Form I-9 with identification verifying their identity and eligibility to work in the United States. Previously, an expired passport or government issued ID was acceptable. The December 17, 2008 interim final rule by DHS has shortened the list of acceptable documents and directs that expired documents will no longer be permitted.

"Expired documents are prone to fraudulent use in the Form I-9 process by aliens seeking unauthorized employment," according to the United State Citizenship and Immigration Services (USCIS). In addition, requiring unexpired identity documents respects the expiration limits placed by the issuing authority and increases the "likelihood that such documents will contain up-to-date security features that will make them less vulnerable to counterfeiting and fraud," USCIS says.

Employers may continue to use the existing I-9 (dated with an expiration date of 06/30/09) until the new I-9 is released with updated identification lists.

Employer Advantage will notify employers of the new form when available. Employers with documentation questions or I-9 questions may contact the Human Resources Department of Employer Advantage for assistance.

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# Electronic W-2s

## It's not too late!

Employees may still register with [www.getmytaxform.com/employeradvantage](http://www.getmytaxform.com/employeradvantage) to receive their 2008 W-2 electronically. Employees will receive their 2008 W-2 by email and will have the option to reprint as needed in the future for free.

Employees do NOT have to complete new W-4s for 2009 unless they want to change their withholding. However, employees who want to continue or start with the Earned Income Credit Act (EICA) must complete a new W-5.

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# SAS 70 Audit Announced

Employer Advantage is pleased to announce its first Statement on Auditing Standards (SAS) 70 audit. The SAS 70 is recognized as "the auditing standard" by the American Institute of Certified Public Accountants due to the in-depth nature of auditing a company's control objectives and activities. Employer Advantage's payroll processing systems including IT and security were tested during the SAS 70 Audit. "We believe we are among the leaders in our industry to complete an SAS 70 audit which is becoming recognized as a Best Practice for PEOs," said Richard Scott, CFO of Employer Advantage. "The main objectives of our audit were to provide assurance to our clients about the quality and professionalism of our services and to satisfy regulatory requiremen