



UNLOCKED

WE ARE THE KEY TO YOUR SUCCESS!



KeyHR is the KEY to Your Success

How successful could you be if you could focus on what you do best? It's a question worth asking. And we not only HAVE the answer...We ARE the Key!

KeyHR is aligned with preferred provider companies to offer new and innovative ways to meet our clients' payroll, employee leasing, benefits and insurance needs.

Trust Key HR to provide you with...

- Access to more service providers than any other business of our kind
- Specialists in every area of Human Resources
- Solutions for companies at all stages of development - from start ups to fully mature
- A firm commitment to stay current on the laws that affect your industry and business
- Savings from 20 to 40 percent off your bottom line

It could be one of the smartest business decisions you ever make!



Our relationship with these companies helps business owners reduce costs, save time, optimize their workforce, increase revenue and minimize risk. If your company needs to save money, address compliance issues, improve efficiencies and increase productivity, we have the solutions.

If your company needs to save money, address compliance issues, improve efficiencies and increase productivity, we have the solutions and the key to your success.

PAYROLL

How to Build Good Payroll Compliance Habits

These days ensuring the company is compliant with payroll and employment laws can mean the difference between a smooth payday or potential legal trouble (a tax audit or bankruptcy). Learn these habits to save you time and money.

Document Everything: Note the total number of hours/money you spend every pay period.

Secure Everything: All of your payroll data should go to a secure cloud with encryption.

Oversight: Managers should double-check hours and approve or deny any inconsistencies from period to period.

Schedule: Schedule out in advance your tax reporting. Set back time to meet with your tax attorney ahead of time.

Watch the Laws: Keep your ear out for changes in Congress, FLSA, FUTA, State and Local Taxes.

Automate: The more you can automate, the less time it takes and fewer errors you make.

HUMAN RESOURCES



The best defense a company can have against workplace bullying is a clearly worded policy that prohibits any type of bullying behavior.

Watch Out for These 8 Workplace Bully Personality Types

Anton Hout, founder of *Overcome-Bullying.org*, identifies these eight bully types:

1. The Screaming Mimi. They are loud/obnoxious, and their abusive behavior is meant to berate and humiliate people.

2. The Two-Headed Snake. This employee acts like a trusted friend or colleague, but will stab him in the back and even take credit for his work.

3. The Constant Critic. The goal is to dismantle other people's confidence through constant – and often unwarranted – criticism.

4. The Gatekeeper. They deny people the tools they need – whether it's resources, time or information – to do their jobs efficiently.

5. The Attention Seeker. They are often overly dramatic and relate everything to something that's going wrong in their own lives to garner sympathy and control.

6. The Wannabe. This is an employee who sees himself or herself as absolutely indispensable and expects recognition for everything.

7. The Guru. Because these bullies feel as though they're "above it all," they don't always feel compelled to follow the same rules as everybody else.

8. The Sociopath. They have absolutely no empathy for others, yet they are experts at manipulating the emotions of others in order to get what they want.

The best defence a company can have against workplace bullying is a clearly worded policy that prohibits any type of bullying behavior.

Here are some components every good anti-bullying policy should include:

- A clear definition of what is considered bullying – along with a list of some of the actual behaviors that meet the definition
- An outline of how employees can report bullying, including guidance on what to do when the bully is the manager
- A detailed explanation of the complaint and investigation process that will take place
- A "no retaliation" clause to help employees feel safe about reporting problem behavior, and
- A list of consequences of violating the anti-bullying rules.

KEY EMPLOYEE



Darcy Brink - vice president of accounting

Darcy oversees all full-cycle financial reporting, analysis, payroll processing, tax reconciliation, and compliance in the area of accounting. Darcy knows first-hand public accounting preparing full-cycle financial statements, federal and state tax returns, payroll tax returns, and payroll processing for a range of clients

(construction, automotive, medical, real estate, retail, not-for-profit, et al) with over 17 years' experience in the accounting and the finance fields. Darcy holds a Bachelor of Science Degree in Accounting, a Bachelor of Science Degree in Business, and graduated with Summa Cum Laude honors.

EMPLOYEE BENEFITS

WHAT BENEFITS DO PEOPLE LOOK FOR MOST IN A JOB?

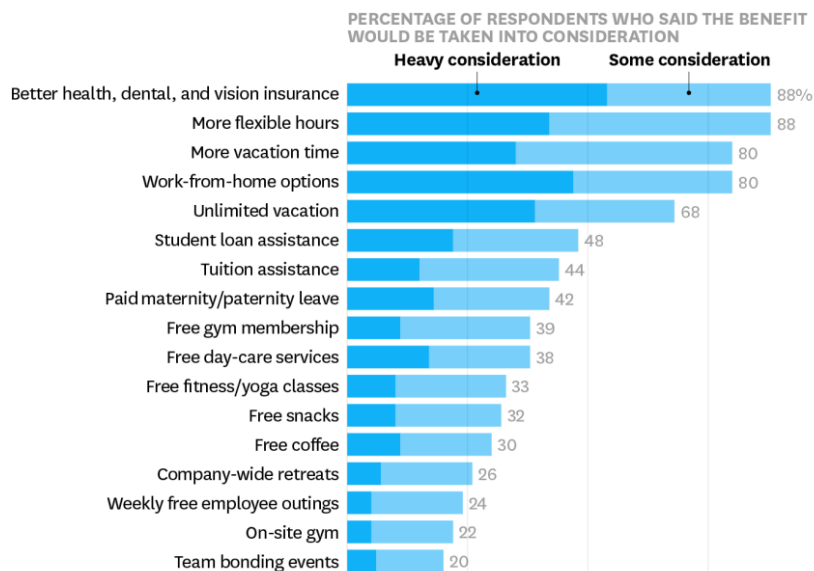
When choosing between a high paying job and a lower paying job with better benefits, people said health insurance and flexible hours might sway them to the benefits.

Everyone has heard of Google and their famous over-the-top perks. Including lunches made by a professional chef, biweekly chair massages, yoga classes, and haircuts. Or there is Twitter with three catered meals per day, on-site acupuncture, and improv classes. But what company can actually afford to do such extravagant

benefits as those? Not many. Just flexible hours, more paid vacation time, and work-from-home options can really make a difference! As part of a survey conducted by Harvard Business Review, they gave a 2,000 U.S. workers, ranging from 18 to 81, a list of 17 benefits and asked them to weigh the options when deciding between a high-paying job with more perk.

Which Benefits Are Most Valued by Job Seekers?

When choosing between a high-paying job and a lower-paying one with better benefits, respondents said health insurance and flexible hours might tip them toward the latter.



SOURCE: FRACTL SURVEY OF 2,000 U.S. WORKERS

© HBR.ORG

Topping the list includes better health, dental, and vision insurance, with 88% of respondents saying that they would give this benefit “some consideration” (34%) or “heavy consideration” (54%) when choosing a job. The next more-valued benefits were ones that offer flexibility and improve work-life balance. Reporting that flexible hours, more

vacation time, more work-from-home options, and unlimited vacation time could help give a lower-paying job an edge over a high-paying job with fewer benefits.

The survey finding suggest that providing the right mix of benefits can give a competitive edge to businesses that can't offer high salaries and pricier job perks.

HarvardBusinessReview.org

WORKERS' COMP



The Only Thing That Will Change is Your Bottom Line

Worker's Compensation is a critical business issue. If you haven't thought much about it, chances are it's costing you too much – and if an incident happens, it can cost you a lot more.

KeyHR will work on your behalf in dealing with premiums, claims, regulators and injured workers to ensure the best possible outcomes for your business, your employees, and your bottom line.

Let us help you eliminate surcharges, premium deposits, audits, modifiers and sometimes down payment & lower overall workers' compensation cost in all facets of coverage.

Our PEO Services offered include:

- Payroll
- Benefits
- Workers' Compensation
- Human Resources
- Risk Management

To get more information on a PEO click here: <http://keyhro.com/peo/>



Trust KeyHR to Provide You With...



Access to more service providers than any other business of our kind.



Specialists in every area of Human Resources



Savings from 20 to 40 percent off your bottom line



Solution for companies at all stages of development-from start ups to fully mature



A firm commitment to stay current on the laws that affect your industry and business

WE ARE THE KEY TO YOUR SUCCESS!

Want to learn more about what KeyHR can do for your business?

Contact us today!



605 E. Robinson Street
Suite 500, 5th Floor
Orlando, FL 32801



800.922.4133



info@keyhro.com



GOLF CORNER

KeyHR's Golf Sponsor - BRETT DREWITT

(born 24 November 1990) is an Australian professional golfer from Sydney, Australia. In 2014, Drewitt played on PGA Tour China, winning the United Investment Real Estate Wuhan Open and finishing third on the Order of Merit. This earned him status on the Web.com Tour for the 2015 season;

he finished 93rd on the money list and failed to qualify for the Web.com Tour Finals, but improved his status for 2016 via the Web.com Tour Qualifying Tournament, where he finished tied for 21st. Drewitt graduated from the Web.com Tour in 2016.

Next Tournament: *Rust-Oleum Championship*
Ivanhoe, IL | June 7 - June 10