



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!

KEY CHANNEL PARTNER OF THE MONTH



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.



Business Standard Mileage Rate Increases to 58 Cents for 2019

The IRS announced that the business standard mileage rate for transportation expenses paid or incurred beginning January 1, 2019, will be 58 cents per mile up, 3.5 cents from the 54.5 cents-per-mile rate in effect during 2018 [Notice 2019-02, released 12-14-18].

The mileage rate may be used to compute the amount to reimburse employees who are using their own cars for business purposes.

It may also be used by employers that elect to use the "cents-per-mile" valuation method for purposes of determining the amount that needs to be imputed to an employee's income for personal use of certain company-owned or leased nonluxury vehicles. However, it may not be used by employees in claiming a tax deduction for unreimbursed employee business expenses.

www.americanpayroll.org

PAYROLL

You Don't Have to Be a Scrooge to Set Limits on Holiday Gifts

Often, people give inappropriate gifts because they think the recipient is in on some joke. Take the lawyer and client who were at a gift shop together. They came across "his" and "hers" nude wine goblets and cracked up when they saw them. The lawyer presumed that because the client laughed, she liked them. So he bought them and sent them to her, Weiss noted. But the client felt the lawyer had crossed a line, and the gift ended up wrecking the business relationship, he said. The fact that the conduct occurred outside the office and around the holidays didn't excuse it, Weiss noted.

Secret Santa exchanges are typically a safe way to approach gift-giving, so long as there are certain limits, Weiss said. But even with these gift exchanges, someone could get injured if gifts are startling. He recalled the work team that brought a Secret Santa confetti bomb for an office-building doorman who was in his 80s. When the confetti bomb exploded, the doorman fell down a flight of stairs and broke his elbow. The company had to pay for the medical expenses.

Gifts from subordinates to bosses can be ill-fated. One employee gave his boss—a newly promoted supervisor—a book on how to be a more decisive manager. The gift upset the boss, who decided he didn't want the gift-giver on his team and fired him, according to Weiss.

Sometimes, rich employees give their bosses presents that other employees can't match, raising concerns of favoritism. Weiss recalled a publishing company with an employee who was far wealthier than his supervisor. The employee gave his boss a Vespa scooter for the holidays. This kind of gift-giving can damage morale.

So can well-intentioned presents that send the wrong message. A boss gave his sales team bamboo travel toothbrushes that he had bought while abroad. The entire team began wondering whose dental hygiene was deemed questionable, Weiss noted.

Gift-Giving Do's and Don'ts

Bosses should turn down presents from subordinates, Weiss said. If there's no policy prohibiting such presents, the supervisor can say something like, "Your hard work is the best gift of all." Or, the boss can suggest an anonymous donation to a charity as an appropriate alternative, recommended Maria Greco Danaher, an attorney with Ogletree Deakins in Pittsburgh.

HUMAN RESOURCES



Supervisors should also refrain from giving anything that might seem romantic or risqué. Jewelry or perfume cross the line, according to Weiss.

Even a box of chocolates might raise some concerns, he said. What if it's given to someone during a Secret Santa exchange? The recipient might think someone in the office has feelings for them, and that can be destabilizing for the person, he noted.

If managers do give employees gifts, they should be similar for all workers, said Laurence Donoghue, an attorney with Morgan, Brown & Joy LLP in Boston.

"All employees should be treated equally," he said. "That does not necessarily mean that every subordinate should be given exactly the same gift, but the gifts should be of relatively equal value."

Weiss, however, cautioned that employees are likely to compare the presents they receive from their boss, and some might be offended if they perceive one person's gift as nicer than another's. Workers may also compare the presents that different managers give their employees.

Weiss discouraged giving gifts of money, as that could have tax implications. Gift cards should be for a small amount and a specific item, but employers might want to take a conservative view of tax laws regardless and include the value of all gift cards in employee wages. A gift might be professional, like a book on the latest trends in training for a company that has trainers, he suggested.

Danaher suggested neutral gifts, such as a one-pound bag of coffee, a local history book or a nonreligious holiday card.

www.shrm.or

KEY EMPLOYEE



Larbi Takouchte - Accounting

Larbi joined Key HR accounting Team in July 2018. He holds a Bachelor of Science in Business Administration with a concentration in accounting. He has years of experience in accounts payable, accounts receivable, payroll services, cost accounting, management,

financial planning, and forecasting. Integrity, community, and excellence constitute the three best elements in Larbi's creed. Larbi acts as an active volunteer for a non-profit organization in the Kissimmee area. In his free time, he also enjoys playing soccer with friends.

EMPLOYEE BENEFITS

11 Things benefits professionals want for Christmas

Kids aren't the only ones with Christmas wish lists. While they may not send theirs off to Santa Claus, HR managers have a host of year-end wants that might result in lower stress levels — as well as making employees happier and healthier in 2019. Here are the 11 at the top of the list.



1

Congress to not make any last-minute changes to the commuter benefit allowances.



7

To have a 100% take-up rate in preventive exams for all covered participants.

2

Employees to read their benefit guides and materials.



8

To have 100% participation in the wellness program.



3

Participants to take their 2018 insurance cards out of their wallets on Jan. 1 and put in their 2019 insurance cards.



9

To have a return-on-investment formula for wellness programs that does not require a PhD in math.

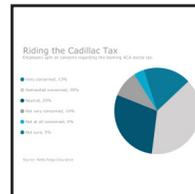
4

Employees to check their pay stubs in January to ensure the right contributions are being taken from their paychecks for all their desired benefits.



10

To have the Cadillac tax rescinded permanently.



5

For participants not to need a prescription drug refill on Jan. 1 when all the carriers are closed



6

To have a happy employee stop by their HR/benefits specialist's office to say how happy they are with the benefit package offered.



11

For all plan participants to have a happy and healthy new year.



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.

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Our PEO Services offered include:

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- Workers' Compensation
- Human Resources
- Risk Management

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



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

Contact us today!



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Holiday Hours

We will be closed on
Christmas Day,
Dec. 25, 2018
&
New Year's Day
Jan. 1, 2019