



# 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.



### PAYROLL

## The Employee Confidentiality Agreement

### Safeguard Your Business's Sensitive Information

You've worked hard to build your business. You might not want to share your business secrets, you probably need to when you hire employees. To prevent employees from revealing sensitive information that could jeopardize your business, you might have them sign an employee confidentiality agreement.

### WHAT IS AN EMPLOYEE CONFIDENTIALITY AGREEMENT?

An employee confidentiality agreement, or non-disclosure agreement (NDA), is a contract that prevents the employee from revealing confidential information about a business. Employee confidentiality agreements must list specific information that employees are not allowed to disclose.

### YOUR CONFIDENTIALITY AGREEMENT SHOULD ANSWER THE FOLLOWING GENERAL QUESTIONS

**Who is involved?** List the disclosing party (you) and receiving party (employee).

**What information is confidential?** Confidentiality agreements must be narrow. List out exactly what is classified information.

**What information is not confidential?** The confidential agreement cannot cover information that is public knowledge or already known by the employee.

**When does the agreement go into effect, and for how long?** Non-disclosure agreements typically continue between two-five years.

**What happens if the employee breaks the terms of the agreement?** Your agreement should explain what will happen if the employee shares confidential information, such as suing the employee or enforcing penalties.

If you want to establish a confidentiality agreement, consider consulting a lawyer. Because the contract is binding, you should be sure the language you use is correct. And, the employee confidentiality agreement must meet your state laws.

## HUMAN RESOURCES



## Can You Require That Employees Attend Social Functions?

**The holiday season is coming, and many employers will be hosting social events at the workplace and offsite. Workers may look forward to participating in the annual festivities, but can you require that they attend? Here's what employment law attorneys said.**

"Under most circumstances, an employer can require an employee to attend a social function during or even outside of normal work hours," said Christopher Anderson, an attorney with Littler in Nashville. But there are a host of legal issues that employers should consider before requiring attendance at a social or team-building event.

Employees may have religious beliefs that prohibit them from attending an event that falls on a religious holiday or where alcohol is served. In these cases, an employee cannot be forced to attend.

### Make Exceptions

If employees resist attending, evaluate their reasons on a case-by-case basis, some workers may prefer to avoid social functions due to mental or physical

impairments or other legally protected reasons. Event sites should be accessible to workers with disabilities, and employees should be excused if they can't participate in a meaningful way because of a disability. Employees also shouldn't be required to attend if they are on a job-protected leave of absence.

### Compensate Employees

Nonexempt employees must be paid for all hours worked in accordance with the federal Fair Labor Standards Act and state wage and hour laws. So when attendance is mandatory, employees need to be paid for that time at their regular rate of pay and must receive overtime pay, if applicable. If employees refuse to attend an event during work hours, it's probably not a good idea to make them use their vacation time to bow out.

### Consider Morale

If employers force workers to attend or risk losing hard-earned vacation, employees

can perceive this as insensitive, Anderson noted. "Employers who, in effect, punish employees for failing to attend a social event are damaging employee morale by undermining the very objective the event is designed to accomplish, which is to create community and encourage collegiality."

### Create Policies

Companies that require employees to attend social functions should have a related policy in their handbook. It should state:

The purpose of the policy.

The type of social events it covers (e.g., the holiday party, summer picnic or annual barbecue).

That all employees are required to attend these social events absent extenuating circumstances.

Make sure there is workers' compensation insurance coverage for social events.

[www.shrm.org](http://www.shrm.org)

## KEY EMPLOYEE

### Tiffany Ebling - Payroll specialist

Tiffany has an extensive background in payroll processing, multi-state payroll and is an expert in state and local taxes. She has achieved success and extensive payroll knowledge with such well-known and respected payroll companies such as Paylocity and Plansource. Being in the payroll world for over nine years, she has succeeded because she consistently goes above and beyond for her clients. Tiffany has strong communication skills, interacts with all levels of management

and can adapt to change easily. She is a team player and always will to go the extra mile to ensure our clients' satisfaction. Tiffany is a mother to three amazing little people. She was born and raised, outside of Philadelphia, PA and has been a Florida resident since 2001. And let it be known, she is a diehard Philadelphia Eagle's fan! Tiffany believes that you should love what you do and strive to be a better person today than you were yesterday.



## EMPLOYEE BENEFITS

## 8 in 10 Employees Live Paycheck to Paycheck -- How You Can Help Them Break the Cycle

Counting down to payday is a stressful, but all too common practice. Unfortunately, an August 2017 CareerBuilder survey found that the vast majority (78 percent) of the 3,462 full-time U.S. workers polled said they live paycheck to paycheck.

This isn't just the employees' problem. Financial stress hurts everything from productivity and performance to morale and satisfaction at work, making it an employers' problem, too.

For these reasons, more employers are opting to provide financial wellness assistance to their employees.

### Free financial education

To improve where they stand financially, employees need to first focus on becoming more financially literate. The course, called "Financial Peace," has not only helped gain a better understanding of their finances, employees say, but also given them peace of mind. "It just clicked for me," Kelsie Davis, a BambooHR employee, says in a company YouTube video. "The small sacrifices now have big payoffs later." Since taking the class, graduates have been able to pay off hundreds of thousands of dollars of debt and also begin saving more, the company reports. To give your own employees the same sense of financial knowledge and peace, offer access to financial literacy tools and programs that walk employees through the basics of budgeting, reducing debt and saving.

### Student-loan repayment

Student-loan debt is on the rise, making it a top financial concern for many employees. Yet, a January 2017 WorldatWork report found that just 4% of the more than 40,000 employers it surveyed provided loan-repayment benefits. The good news is that employers are starting to realize why these benefits are vital to their staffers' financial fitness. Employers of all sizes can match student-loan repayments through online services. It's also important to teach employees how to



use a college-repayment account. Employees simply automate transfers to the account, then apply it to their loans each month.

### Access to emergency loans services

It's hard enough as it is for employees to cover the rising cost of living. So, when an unprecedented issue arises, like car maintenance or a medical emergency, they're left scrambling to cover the bill. This concern is more common than employers think. A January 2017 survey from Bankrate found that nearly 60% of the 1,003 Americans surveyed said they couldn't cover the cost of a \$500 car repair or a \$1,000 emergency room visit. This is why Benefitfocus' clients also offer micro-loans. They fund the loans themselves via a third-party vendor or provide access to other companies offering low-APR loan options. Provide employees with one-on-one time to help them find online loan services, like RocketLoans or Upstart. This kind of safety net can reduce the amount of stress that comes with facing an unexpected financial burden.

### Benefits that grow automatically

Automation is vital for ensuring long-term financial wellness. For example, a common best practice is scheduling automatic transfers to a savings account every payday. It takes no effort and forces people to adapt to living within their means. Another way to help employees save is simply to pay for subscriptions to low-cost apps that help employees save money automatically. Tools like Digit and Rize are perfect for guiding employees to hit their savings goals without much effort on their part. When that happens, both they and you, their employer, just may breathe a little easier. Automation can also help with long-term saving, including retirement. Pattie Money, chief people officer at SendGrid, said her email communication platform, headquartered in Denver, helps staffers take a proactive approach to retirement planning.

[www.entrepreneur.com](http://www.entrepreneur.com)

## 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/>



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

### Contact us today!



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### GOLF CORNER



## KeyHR's Golf Sponsor - BRETT DREWITT

### Brett Drewitt shoots 1-under 71 in round four of the Safeway Open

In his final round at the Safeway Open, Brett Drewitt hit 11 of 14 fairways and 10 of 18 greens in regulation, finishing at 7 under for the tournament. Drewitt finished his day tied for 25th at 7 under.

At the 422-yard par-4 10th, Drewitt got on in 2 and missed his par putt from 6 feet, finishing with a 3-putt bogey. This moved Drewitt to 1 over for the round.

On the 571-yard par-5 16th hole, Drewitt reached the green in 3 and sunk a 21-inch putt for birdie. This moved Drewitt to even-par for the round.

Drewitt got a bogey on the 436-yard par-4 first, getting on the green in 3 and two putting, moving Drewitt to 1 over for the round.

After a 325 yard drive on the 538-yard par-5 fifth, Drewitt chipped his third shot to 2 feet, which he rolled for one-putt birdie on the hole. This moved Drewitt to even for the round.

On the 557-yard par-5 ninth hole, Drewitt reached the green in 3 and sunk a 16-foot putt for birdie. This moved Drewitt to 1 under for the round.

*CONGRATULATIONS on your recent wedding!!*