

Payrollnews

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HR & Payroll Pros Await New Form I-9 Changes

When changes happen in HR and payroll, **Data Management Payroll Services** makes sure our clients are ready. Changes to Form I-9, used by HR pros across America to verify employment eligibility, are just around the corner.

Form I-9 Employment Eligibility Verification is a mandatory form for employment in the United States, “used to verify the identity and employment authorization of individuals hired.”

The U.S. Citizenship and Immigration Services (USCIS) and the Office of Management and Budget (OMB) will soon release the new Form I-9.

Changes include an electronic form to help reduce errors in completing Form I-9. Validations, additional space, drop-down menus and calendars assist the preparer with instructions to print and access more information.

New Form I-9 will allow new hires to submit documents and responses to their employer electronically, “minimizing the burden of collection of information” for employers and new employees.

After an offer of employment

has been made, or on their first day, the employee must complete page 7 of Form I-9, and produce documents to be inspected, and copied if the employer requests.

Employers must physically examine the documents and record the data in Section 2, certify, sign and date Form I-9 within two to three business days of the employee’s first day of employment.

Although employers do not have to report any information collected, you must keep completed forms and any

years, or one year past the end date of employment.

The internet-based system, E-Verify compares the data collected on Form I-9 to government records, to further assist employers in confirming that an employee is authorized to work in the United States.

The current Form I-9 Employment Eligibility Verification, which expired on March 31, 2016, “still remains effective even though the expiration date has passed.” Click here for a link to the pdf.

www.uscis.gov/sites/default/files/files/form/i-9.pdf

The USCIS website will provide updated information when Form I-9 is released. For more information, check out the Department of Homeland Security website at www.uscis.gov/i-9-central. Click *What’s New and About Form I-9* for details.

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Sources:

www.federalregister.gov/a/2016-06883 and www.uscis.gov/i-9-central.



accompanying documentation. In case of an audit or inspection, retain the documents for three

DOL Releases Final Rule on OT Regs

On May 18, 2016, the Department of Labor Wage and Hour Division released its final rule regarding the new overtime regulations defining and delimiting the exception for Executive, Administrative and Professional Employees (EAP).

The key provisions of the final rule focus on EAP workers salary and compensation levels needed for exempt status. The rule...

- Sets the salary level for full-time salaried workers at the 40th percentile of weekly earnings at \$913 per week, or \$47,476 annually. The duties test remains the same.
- Sets the total annual compensation for highly-compensated employees (HCE) equal to the 90th percentile of earnings of full-time salaried workers annually at \$134,004.
- Has an automatic mechanism that will update the requirements for salaried workers and HCEs every three years – keeping thresholds at the 40th and 90th percentiles, respectively. All updated rates will be available at least 150 days before their effective date and will be posted on the DOL's Wage and Hour Division website.

The new rule goes into effect December 1, 2016. Employers have just under six months to initiate increases in salaries to meet the new threshold, or reclassify employees to nonexempt, with overtime pay for hours worked over 40 in a week.

Click the link for the DOL Fact Sheet for more details. 

Source: www.dol.gov/whd/overtime/final2016/overtime-factsheet.htm

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