



Over the summer, The Employer Group decided to do a walking program to promote a healthier lifestyle within our office. Through a friendly competition, we kept track of our steps from Memorial Day through Labor Day. We ended the program with a walk benefiting a local group, Madison Apprenticeship Program. MAP is trying to give adults in our community (Madison, WI) a chance at a better lifestyle by teaching them real-life skills, as well as providing English and Math tutors, trades teachers, and even offering childcare and meals throughout the classes at no cost to the students. Through hard work and dedication to this program, The Employer Group was able to raise more than \$8,000. In the end, our summer walking program was a benefit to not only ourselves but to others in the community. If you wish to start a walking program in your office or learn more about MAP, contact our office.

Final Number of Steps for On-Site Staff:

- Team 1: Over 3 million steps
- Team 2: Over 2 million steps
- Team 3: Almost 2 million steps
- Team 4: Over 1 million steps



In total, these steps are equivalent to the approximate distance if walking from Washington, DC, to Salt Lake City, Utah, and back!

REMINDER!

2008 Open Enrollment is fast approaching. Please remind your employees to watch for their open enrollment packets in early November. Packets will be mailed to the employee's home address. The packet will contain information on the benefits and rates for 2008 and will give instructions on how to make benefits changes. Open enrollment is generally the only time employees can make changes to their benefits. Please have your employees review their current benefits and contact The Employer Group during the open enrollment period if they want to make any changes for 2008.

Who handles your payroll?

The Employer Group strives to provide the best customer service possible to our clients. At The Employer Group, your payroll is processed each time by the same person. We do not have an automated phone message system where you encounter several prompts before you are able to talk to a real person. You can contact a live person with any questions about your account. If you do not know who your processor is, please give us a call today to find out who takes care of your account!

Year End / Holiday Bonus Pay and Fringe Benefits

All year-end and holiday bonus pay requests must be received no later than Friday, December 14, in order to process them by the end of 2007. Any request received after Friday, December 14, will NOT be processed in 2007 and will be paid out on the first payroll in 2008.

All fringe benefits information (ex: personal auto use, etc.) must be received with the last payroll of 2007. If you are not sure when your last payroll of 2007 is, please contact the Payroll Department at 800-406-9675. NO fringe benefits for 2007 will be paid out after the last payroll has been run for 2007.

A reminder about this will also be sent out in a future invoice closer to the holiday season.

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Not Sure Where to Turn?

Do you have an employee who appears to have financial, emotional, marital, drug or alcohol problems, and they might benefit from talking with a professional? If so, the Employee Assistance Program (EAP) may be just what is needed.

As a client of The Employer Group, the EAP is available to all your staff and their families, 24/7, at absolutely no cost to you or to them!

Of course you cannot force someone to call EAP if they do not wish to do so; however, you could gently encourage them to call EAP if they feel it could help. The toll-free EAP number is 866-968-7327. The employee can feel secure knowing that that all calls are kept completely confidential and even The Employer Group does not know who calls or why they call. If the EAP provider feels a referral is needed, (s)he will provide a confidential referral as well.

Have more questions about this benefit or want more information? Give us a call today!

Internet Account Access

Tired of receiving your invoices in the mail and having to keep track of all that paper? If so, we may have an easy solution for you! The Employer Group offers online access to view all of your payroll invoices. You can log on to the website as soon as the day your staff is paid to view your invoice instead of waiting for it to arrive in the mail.

If you would like your paper invoices to not be mailed to you any longer, please let us know by emailing Amy Grazioso, Payroll Supervisor, at alg@TheEmployerGroup.com.

If you need instructions on how to get logged into our website to view your account, give us a call at 800-406-9675.



Worker's Compensation. What Do I Need to Know?

When an employee is injured at work, there are certain procedures that need to be followed and responsibilities that both the on-site supervisor and the employee must fulfill in order for things to go smoothly.

On-site supervisor responsibilities:

Be sure you are maintaining a safe work environment for your employees. Walkways need to be cleared not only for your customers but also for you and your employees. Safety training is important for individuals at all levels of activity. If you would like, please feel free to call The Employer Group to assist you in developing a training program customized for your office.

When an accident is reported, the on-site supervisor of the employee needs to complete a First Report of Injury. This can be located on The Employer Group's website under "Forms" and "Client Forms." This form then needs to be forwarded to The Employer Group immediately.

As a client of The Employer Group, you may need to ask you some questions before accepting the injured employee back to work on a limited-term basis or an adjusted work schedule while the employee is recuperating from his/her workplace injury. The Employer Group has a return to work policy that will coincide with the employee's doctor's recommendations.

Employee responsibilities:

As the employee is responsible for following all safety guidelines and measures, it is essential that on-site supervisors offer safety training to all employees. Of course, employees must do their part in maintaining a safe work place. Employees should attend all training as well as help their on-site supervisors spot safety hazards and participate in correcting those hazards. Supervisors should make sure that the employees are aware of their responsibilities.

Employees must seek medical attention immediately. Delaying medical care may in fact make an injury worse. It is important that employees cooperate with their medical provider in all areas of treatment. Individuals who do not follow their care giver's suggestions for treatment may in fact delay their recovery and ultimately their ability to return to work.

Employees must report all injuries as soon as they are able to do so. The injured employee must complete an Accident Report that is found on The Employer Group website under "Forms" and "Employee Forms."

As you can see, both the on-site supervisor and the employee are equally responsible for the safety of the workplace and any worker's compensation claims that are filed as a result. With the active participation and cooperation of all parties, employees are able to more quickly return to work and will likely have fewer problems than if responsibilities are not taken seriously. Please contact Lezlee Collier at The Employer Group if you have any questions or concerns about worker's compensation for your employees.

We're Moving!

Effective October 12, 2007, The Employer Group will be located at its new office just south of our current location. The good news is that it should be seamless for all of you—our mailing address (PO Box 44759, Madison, WI 53744-4759) will not be changing, and our toll-free number (800-406-9675) and our current fax number will move along with us! Even better news for you—we will have, effective October 15, a toll free fax line: 800-319-0516! We'll be moving over a weekend, so you should see absolutely no lapse in service.