



**COASTAL
HR**

Quarterly Resource Newsletter

4th Quarter 2016

Coastal Human Resource Group, Inc.

New Overtime Rule Soon to Be in Effect

December 1 is just around the corner, and it's the deadline to be in compliance with the Department of Labor's (DOL) new exempt status/overtime regulations! We published a detailed overview of the requirements in the last newsletter, and are following-up with a reminder this month since the deadline is drawing ever closer. The time to prepare is now.

The Bottom Line

If you have exempt employees who are earning less than \$913 per week, there are actions you need to take now to get in compliance with the updated regulations. Depending on your situation, you may need to change the status of affected workers from exempt to non-exempt – and comply with associated timekeeping and overtime pay requirements – or you may need to adjust their compensation.

How you comply is up to you - but as of December 1, it will no longer be lawful to classify as exempt employees whose compensation is below \$913 per week, unless they are in one of the very few jobs

where an exception would apply (such as outside salespeople and teachers).

We Are Here to Help

With the compliance deadline looming on December 1, there isn't much time left to make the adjustments necessary to ensure you are in compliance. Your Coastal HR team is here for you, to provide expert guidance and support as you decide on the best course of action. Contact your Coastal HR representative today if we can assist in any way.

For More Information

To learn more about the new exemption/overtime regulations, see the DOL's Fact Sheet on the Final Rule, which can be found at <https://www.dol.gov/whd/overtime/final2016/overtime-factsheet.htm>.

CLIENT REFFERALS

Love working with Coastal HR? We appreciate your business and support, and we really love referrals!

If you love us, tell your friends – and we'll thank you with a \$100 gift card for any referral that becomes a client!

Client Highlight

The Mitchell Company, LLC



Widely recognized as a leader in commercial and residential real estate throughout the Southeast, The Mitchell Company really values their relationship with Coastal HR. Casse' Anthony of The Mitchell Company states, "The staff at Coastal HR have always been most helpful with my payroll and HR needs. I am always greeted very courteously and any problems I encounter are resolved very quickly. Thank you Melyssa, Amanda, Wendy and Jo Lynn!"

The Mitchell Company, LLC is known in multiple states as a leader in real estate development, management and investment ventures, including retail properties, single-family housing and condominiums. Additionally, the company is also well known for its philanthropic endeavors!



Simplified Solutions for Time & Attendance

Wouldn't it be nice if you had a simplified solution for managing time and attendance? When you work with Coastal HR, you can have exactly that – in the format that best meets the needs of your workforce, however (and wherever!) your team works.

Time & Attendance Options for Every Need

At Coastal HR, we realize that different companies have different needs when it comes to time and attendance systems. Whether your employees report to the same jobsite every day or if you have a mobile workforce moving around across multiple states, we have a solution that takes the stress out of keeping up with time and attendance.

Traditional Clocks Enhanced by Technology

If having employees clock in and out via a central location works well for your company, TimeClock or FlexClock just might be perfect for you:

- **TimeClock** – TimeClock is a simple-to-use, plug-and-play unit. No special software is needed, though a phone or fax line is required. With this system, your employees will physically clock in and out, using either a swipe card or a PIN number. For an even more high-tech solution, you can opt to add-on a PrintReader that processes biometric fingerprint scans.
- **FlexClock** – FlexClock does everything TimeClock can do, plus more. With this device, employees can clock in and out using a PIN code or swipe card. One model features built-in biometric fingerprint capabilities, and another comes with HandPunch biometric hand scanning technology. All versions work with standard Ethernet or analog connectivity, and you can opt for a specialized model that allows for connectivity via cellular service.

Web, Mobile and Phone-Based Solutions

Of course, in the information age, a physical time clock isn't always the ideal solution. We offer three great technology-based time and attendance systems that can be used on their own, in combination, or with our traditional clock-based systems.

- **WebClock** – With this time and attendance system, employees can clock in and out from any authorized computer work station via a web browser. It is ideal for companies where employees regularly work on internet-connected computers.
- **TimeWorks Mobile** – With this solution, team members can use their mobile devices to clock in and out of work. It's a terrific option for companies with employees who regularly use cell phones or tablets in the course of work, either in or out of the office.
- **VoiceClock** – With this option, workers can clock in and out using a telephone. It is great for businesses with remote employees and team members who are often out-of-the-office for significant portions of the workday.

Take Control of Time & Attendance

With so many excellent time and attendance options available, there is no reason to struggle to deal with paper and pencil time and attendance reporting or 'old school' time clocks that don't really meet your company's needs. We offer a variety of solutions, with options appropriate for every workforce. Now is the perfect time to find out how we can help can simplify your timekeeping and payroll processes. To learn more or to schedule a demo, contact your Coastal HR representative today!

Employee of the Quarter



Congratulations to Sue C. King, our employee of the quarter. Sue is one of our longest tenured employees. Her current responsibilities include sales, benefits and customer service.

Sue holds a certification in the Patient Protection and Affordable Care Act (PPACA) and is very dedicated and helpful to our clients and fellow co-workers. We are proud to have Sue on our team.

Thanks, Sue, for all your hard work!!