



## Tips for saving on Workers Compensation

At Columbia EDP, we are committed to helping you reduce your payroll costs. Following are some timely ideas from an article entitled *How to Avoid Missing out on Workers' Compensation Savings* written by Kevin Ring and published by the Missouri Chamber of Commerce in the October 2009 issue of Missouri Business.

- 1. Strengthen payroll records with job titles** – this is particularly helpful at audit time.
- 2. Separate severance pay**- usually excluded from remuneration and not subject to premiums.
- 3. Document overtime**- in Missouri, you only pay premium on straight time. Your records should be clear and accurate.
- 4. Understand how employer perks are treated**- cash or cash equivalents are included in remuneration and thus subject to work comp premium, but perks such as employer provided automobiles and health club memberships are not.
- 5. Special consideration for contractors**- construction operations are allowed separation of payroll and can assign multiple workers' comp classifications for actual individual employees work. It behooves contractors

to break down their payroll, showing the specific hours for each workers' comp class code performed by employees.

**6. Increased vigilance about certificates of insurance**- if you can't provide a certificate of insurance from your sub-contractors at the time of audit, you will be charged for the exposure on your workers comp policy. Insist on a valid certificate of insurance from all sub-contractors.

**7. Determine the absolute legal minimum cost of workers' compensation**- you should investigate the insurer's stability as well as its long term commitment to the market. A year end policy review is a prudent first step.

Go to [www.columbiaedp.com/resources](http://www.columbiaedp.com/resources) for a printable copy of this article.

### Bank holidays that may affect your payroll and/or delivery

Christmas Day	December 25th, 2009	Bank/EDP Closed
New Years Day	January 1, 2010	Bank/EDP Closed
Martin Luther King Day	January 18, 2010	Bank Closed
President's Day	February 15, 2010	Bank Closed
Memorial Day	May 31, 2010	Bank/EDP Closed
Independence Day	July 5, 2010	Bank/EDP Closed
Labor Day	September 6, 2010	Bank/EDP Closed
Columbus Day	October 11, 2010	Bank Closed
Veteran's Day	November 11, 2010	Bank Closed
Thanksgiving Day	November 25, 2010	Bank/EDP Closed



Happy Holidays!

### IRS mileage reimbursement Rates for 2010:

- Business - \$.50
- Charitable - \$.14
- Medical and Moving \$.165

### 2010 Thresholds

- Social Security Wage Base \$106,800
- Federal Unemployment Wage Base \$7,000
- Missouri Unemployment Wage Base \$13,000

- 401k, SARSEP, 403b, 457 Plans \$ 16,500
- Catch up for age 50 & Older \$5,500
- Simple IRA \$11,500
- Catch up for age 50 & Older \$2500



## **Columbia EDP sponsors Ethical Decision Making Symposium for St. Louis area high school students.**

On October 14<sup>th</sup>, Tax Manger Carl Baker was a round table discussion leader for this interesting and worthwhile symposium presented by the Missouri Chamber of Commerce. Carl had the opportunity to spend ½ day with over 200 St. Louis area high school students who grappled with the challenges of applying ethical values to workplace situations. The participants were shown the importance of character and personal responsibility in making sound business decisions.



### **Background and Alias Searches**

Here's how it works: The Alias Search allows you to search all known aliases with one simple and cost-effective search. The Alias Search uses the information obtained from the SSN Validation/Address Tracker service and automatically runs it through our national criminal directory. Included in this search is information on registered sex offenders through our Multi-State Sex Offender (MSSO) Registry Search and identification of known terrorists and fugitives from the Office of Foreign Assets Control (OFAC), FBI Terrorist List and Federal/State/Local Wanted Fugitives list.

**The Alias Search includes:** Multi-State Sex Offender search on each alias name found, National Criminal Directory search on each alias name found, OFAC search on each alias name found, Validity of the Social Security Number provided, State of issuance, Alternate names, Past addresses (helpful in tracking moving patterns)

The Alias Search will save you time because it retrieves and displays results instantly in an easy-to-read format.

Go to [http://columbiaedp.nationalcrimesearch.com/app/business\\_services](http://columbiaedp.nationalcrimesearch.com/app/business_services) and choose Alias + National Pack-

### **Employee Spotlight - Patty Burkholder**

Patty started with Columbia EDP in April of 1993 entering payrolls for our clients. In the past she has worked in our packaging department but now her responsibilities include handling garnishments and child support issues and preparing payrolls for processing for our clients.

Patty moved to the Columbia area from St. Louis in 1974. She is married and has one son and two stepdaughters and 3 grandsons, she is patiently waiting for a granddaughter. Patty enjoys reading, shopping and her two dogs.



Happy Holidays