



# Your Service

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## IOIHire

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### **Manage the hiring process from beginning-to-end.**

IOI® introduces a new service line, *IOIHire*.

Are you searching for a tool that provides the ability to manage the new employee hiring and onboarding process in half the time?

*IOIHire* can help!

*IOIHire* offers:

#### Applicant Tracking

- Candidate job posting with matching algorithm
- Candidate sourcing from leading job boards
- Candidate filtering capabilities
  - » Pre-qualifying screening questions
  - » Letters of recommendation
  - » Interview scheduling

#### Onboarding

- Review/sign documentation capability
  - » I-9
  - » W-4
  - » Proof of Citizenship
  - » Custom onboarding documents
- Bank and payroll information
- Automated data import into *IOIPay*®



*IOIHire* allows employers to take the stress out of the hiring process with both applicant tracking and onboarding features. “*IOIHire* revolutionizes the way our clients handle their new hire processes. *IOI* strives to put a strong focus on providing solutions that can help simplify human resources management. This product is yet another way we’re working to meet our clients’ needs,” said *IOI* President and CEO Najeeb A. Khan.

\*The information contained in this newsletter is for informational purposes only and not to provide legal advice. To ensure compliance with the ACA and all other legal requirements, companies should consult with their legal and/or business advisors.\*

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# Message from the President



This is a great time of year for fresh starts and new beginnings. Evaluate what is currently working, identify areas that could use improvement and plan accordingly. While these new endeavors can be exciting, details that come along with changes can be daunting.

We recognize the need for a comprehensive suite of services to meet your human resources needs, and we are ready to answer the call. That very need has driven us to further expand our solutions, and we are thrilled about the addition of our newest service line, *IOIHire*: offering job posting, applicant tracking and onboarding. For employers of all sizes, small or large, these tools are invaluable in the hiring process.

Also in this edition, we are saluting *IOI* employees with milestone anniversaries. On behalf of these valuable team members, I would like to thank you for choosing us as your trusted partner for payroll and employer services.

As always, we value your feedback, and we will continue to grow with you.

We remain, @ your service.

Sincerely,

Najeeb A. Khan  
President & CEO

## Elements of a Good Hire

A survey conducted by CareerBuilder.com in 2013 found that 66 percent of U.S. employers surveyed said they'd been affected by a bad hire in the last year; 27 percent of those surveyed said a single bad hire cost them over \$50,000. **Make the most of your time using these tips:**

### Job postings should be specific and well-placed.

You can improve the quality of applicants a job posting attracts by making it:

- **Clear and Specific** - The job requirements should accurately and completely reflect the demands of the job.
- **Firm** - Make your needs clear up-front. If certain requirements are non-negotiable, the applicant should know that. Too much flexibility will get you a lot of under-qualified applicants.
- **Realistic** - Make sure job expectations are realistic, attainable and in-line with the level of pay you're offering.
- **Well-Placed** - Even the best written job posting in the world won't do any good if the right people don't see it. Be thoughtful about how you categorize your posting on the larger job boards.

### Applicants should be thoroughly vetted and interviewed.

Utilize talent management resources that streamline the applicant tracking process and allow your HR department to quickly and easily filter applicants via key words on their resumes.

### Do not neglect the onboarding process.

As tempting as it is to get your new employee started as quickly as possible, skimping in the onboarding process can cause problems.

### Track job performance constantly.

Keeping good employees means making sure they are living up to expectations and growing better with experience.

- Set clearly defined goals, with measurable results.
- Schedule regular opportunities for feedback and coaching.
- Set benchmarks for professional development.
- Recognize and reward good work.

## Did you know...

### You can find *IOI*® on social media?

Follow us on Twitter! @ioi\_pay and @ioi\_hire

Like us on Facebook!

You can also find us on Youtube and LinkedIn!

Search *IOI* today to keep up on current payroll and HR information.



## Questions...

### About our products and services?

For more information, contact an *IOI* sales representative today!

Call 888.697.0021, e-mail [salesinfo@ioipay.com](mailto:salesinfo@ioipay.com) or visit us at [www.ioipay.com](http://www.ioipay.com)

# IOIPay® ACA Reminders

If you are an employer with 50 or more full-time employees (FTE), then you are an Applicable Large Employer subject to the Affordable Care Act's "play or pay" Employer Shared Responsibility Mandate. You must offer your FTEs and their dependents health care coverage or risk a penalty. An FTE is an employee who works 130 or more hours in a calendar month or an average of at least 30 hours per week. Working hours are determined through a Measurement Period, which is defined as a period of time between 3 and 12 months in length and monitors average weekly hours by Ongoing Salary, Ongoing Hourly and New Variable Hour Employees. For a qualifying employee, affordable health coverage must not cost more than 9.5% of the employee's W-2 wages.

Your IOIPay ACA Dashboard will walk you through the compliance process, by first determining if your business meets the FTE requirement. On a year-to-date monthly basis, this tool will calculate and document the number of FTEs for you, so that you can see at a glance how many employees must have health coverage. This tool can also monitor and track employees throughout each Measurement Period to determine hours and project the status of each employee as the weeks go by, so that your business can anticipate the potential tax liability. Additionally, the program can:

- Determine the affordability of health care coverage for each employee based upon income data
- Determine the needed minimum wage to make health coverage affordable under the Act
- Determine potential shared liability if employer drops coverage
- Assist employers in making decisions that will minimize taxes and penalties

## Employee Anniversaries

Our outstanding and dedicated employees help to set IOI® apart as a leader in the payroll industry. They work each day to serve our clients and exceed expectations. These incredible individuals have a solid reputation for building relationships and leading with integrity. Below we introduce you to four individuals who have served our company for 15 and 20 years.

### Brian Singer

*Product Development – Cincinnati, OH  
20 Years of Service*

Brian joined the IOI team twenty years ago. With strong development skills, Brian quickly became a versatile addition to the company. "The satisfaction I get after completing a project that I know just made someone's job easier to do and the ease of working with other IOI employees in order to solve customer needs," is how Brian describes his greatest reward of having a career at IOI. When Brian is not hard at work, he likes to watch and follow the University of Dayton basketball team and the Cincinnati Reds. Brian also enjoys socializing with his family and spending time with his new grandson.

### Janet Joyce

*Production – Elkhart, IN  
20 Years of Service*

Janet is a veteran employee having served in both customer service and production departments at IOI. Janet offers a great deal of skill to IOI with her veteran status and enjoys the variety of tasks. Janet has made many friends during her time at IOI. In her free time, Janet likes to read, take long walks and visit with her family and friends.

### Barbara Bergen

*Tax Services – Elkhart, IN  
15 Years of Service*

Barb came to IOI in January of 2000. After 15 dedicated years in the Tax Department, Barb still consistently works to make a difference in the payroll and HR industry. Barb says her favorite parts of her job are facing challenges and working with her colleagues. She feels the best rewards in working for IOI are the opportunities for continued learning and the great people who surround her. In her free time, Barb likes to read, garden and spend time with her children, grandchildren, and great grandchildren.

### Paul McCormick

*Senior Vice President – Elkhart, IN  
15 Years of Service*

Paul McCormick is very well known around IOI's offices. As Senior Vice President, Paul oversees all operations including production, customer service, IT, couriers and all remote IOI locations. Celebrating his 15th anniversary at IOI, Paul has overseen almost every department at IOI. When asked what he likes about his job, Paul said, "The great staff that we have and the different opportunities we encounter every day." He enjoys working with quality people and assisting in company growth. When Paul is not buzzing around the building, he enjoys bass fishing.

# Featured Ancillary Service

## Human Resource Support Center

### Save Time. Let the HR Experts Work for You!

Don't spend hours researching the web for employment laws! Turn to HR Support Center for your Human Resources documentation needs.

*IOI*'s HR Support Center is designed to give our clients unlimited access with the assistance of professional HR consultants. HR Support Center is available 24 hours a day, 7 days a week so you can download resources and forms at your convenience.

#### Basic Service Option

- Employee Handbooks
- HR Forms, Letters & Policies
- Job Descriptions
- State & Federal Employment Laws
- Monthly Newsletter
- Discounted Employment Posters

#### Premium Service Option – All of the above, plus

- Unlimited Personal HR Consultation
- Tailored HR Documents
- Handbook Development with Assistance from HR Experts
- E-mail and Phone Support

#### Health Care Reform: Affordable Care Act

- Required Notice of Exchanges & Subsidies
- ACA Summary Sheet
- Health Care Reform Timeline
- ACA Implementation FAQs

Available in basic or premium versions, our HR Support Center even offers "Notice of Exchanges & Subsidies" forms for ACA compliance and ACA FAQs.

**For more information, contact an *IOI* sales representative today!**  
**Call 888.697.0021, e-mail [salesinfo@ioipay.com](mailto:salesinfo@ioipay.com) or visit us at [www.ioipay.com](http://www.ioipay.com)**

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