

December NEWSLETTER



NEW FORM I-9 NOW AVAILABLE

The newest version of the Form I-9 (employment eligibility form) was made available November, 22nd 2016. After January 21st, 2017 all previous versions of the Form I-9 will be invalid. Access the new form and instructions for filling it out [here](#).

PLEASE CONTACT YOUR PAYROLL REP

During the holiday season we want to remind you to please be aware of bank and business closures that could affect your payroll. We recommend you reach out to your payroll processor or service rep as soon as possible to make sure you know exactly when you need to report your holiday hours so that your employees are paid on time. Additionally, your rep may be traveling for the holidays so you will want to make sure you know who you will be working with during their absence.

2017 OPEN ENROLLMENT ENDS JANUARY 31

Just a reminder that the Open Enrollment Period for signing up for a health plan through healthcare.gov for 2017 will be ending January 31st. Outside of the Open Enrollment Period, you generally can enroll in a health insurance plan only if you qualify for a Special Enrollment Period. You're eligible if you have certain life events, like getting married, having a baby, or losing other health coverage. To begin your enrollment process please [click here](#).

Creamy Hot Cocoa

- 1/3 cup unsweetened cocoa powder
- 1/2 cup white sugar
- 1/3 cup boiling water
- 3 1/2 cups milk
- 1/2 cup half & half
- 3/4 teaspoon vanilla extract
- 1 pinch salt



Combine the cocoa, sugar and pinch of salt in a saucepan. Blend in the boiling water. Bring this mixture to an easy boil while you stir. Simmer and stir for about 2 minutes. Watch that it doesn't scorch. Stir in 3 1/2 cups of milk and heat until very hot, but do not boil! Remove from heat and add vanilla. Divide between 4 mugs. Add the half & half to the mugs of cocoa to cool it to drinking temperature.



Our team would like to wish you and your family a very Merry Christmas and a Happy New Year! We hope you enjoy the food & festivities with family and friends while staying safe and warm. Our office will be closed December 26th and January 2nd in observance of the holidays.



Stocking Stuffer Ideas

Candy, Headphones, Soap, Lotion, Travel Size Toiletries, Gas Cards, Gift Cards, Cash, Phone Chargers, Phone Cases, Colored Pencils, Crayons, Markers, Coloring Books, Socks, Scarves, Hats, Belts, Ties, Hair Accessories, Chapstick, Lip Gloss, Razors, Shaving Cream, Nail Polish, Nail Files, Cologne, Perfume, Watches, Key Chains, Wallets, Candles, Toothbrushes, Jewelry, Flashlights, Golf Balls, Flash Drives, Video Games, Movie/Concert Tickets, Coffee Mugs, K-Cups, Tumblers, Picture Frames, Bubbles, Playing Cards, Books, Journals, Cuff Links, Guitar Picks, Sunglasses, Specialty Spices & Sauces, Kitchen Utensils, Yo-Yo's, Matchbox Cars, Legos, Ornaments, Magnets, Flip Flops, Air Fresheners, Mini Tool/Sewing Kit, Swiss Army Knife, Mini Lint Roller, TV Streaming Device, Bluetooth Speakers.



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