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NEED TO KNOW 2022

Colorado Withholding Form DR 0004

The State of Colorado recently released the DR 0004 Form for employees wishing to adjust their state tax withholdings. Previously, Colorado used the Federal W-4 and employees could not make adjustments to state-specific withholdings. The DR 0004 is optional to

complete; new employees will still be required to complete the Federal W-4 which will be used for both Federal and Colorado withholdings unless the DR 0004 is completed. Additionally, if employees wish to claim tax-exempt status, they should submit the Federal W-4; there is no option for tax exemption on the DR 0004.

One important note is that once a new Federal W-4 is submitted, a new Colorado DR 0004 will need to be submitted to make any adjustments to the default Colorado withholding calculations. If a Federal W-4 is completed without also completing a new DR 0004, the Federal W-4 withholdings will take effect for both Federal and State.

Colorado Employers Cannot Take Away Accrued Vacation Leave

As we are starting a new year, we must continue working through big changes that occurred at the end of 2021 for Colorado employer Vacation plans. Colorado's Wage Protection Rules were updated to specifically prohibit forfeiture of accrued vacation/PTO hours during an annual or anniversary carryover.

The Wage Protection Act Rule 2.17, which was revised in April 2021, provides the following guidance:

"Vacation pay," as defined in C.R.S. § 8-4-101(14)(a)(III), includes in the definition of "[w]ages' or compensation":

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In just six years of operation, Vida HR made it into the **top 200 private companies in Colorado.**

We are among the **top 20 youngest and the top 10 Colorado Springs-based private companies to make this list in 2021.** As we grow we are committed to offering the top level of high-touch human resource services and expertise to our clients and community. Thank you to our wonderful clients, employees, stakeholders, and leadership for helping us grow and serve our community more effectively.

colorado**biz**

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Communicating Bad News:

How to Tell an Employee They Didn't Get the Promotion

Your company is growing, it has a great promotional opportunity that you plan to fill internally, and you have two great candidates. What a great problem to have! Except one of those great candidates, a valued employee, will need to be told that they did not receive the promotion. A promotion they most likely wholeheartedly believe they deserve. Now what? The way you deliver this message is one of the most important aspects of your hiring process and can have a big impact on how your employees view your organization. Below is some practical advice to tackle this very uncomfortable situation.

Have A Consistent and Structured Internal Application and Selection Process

It's a good idea to have a consistent internal application process. If you do not have one, it's not too late to start and it's also okay and even recommended, to tweak it over time. First, start . . .

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EMPLOYEE HIGHLIGHT



Hello! I'm **Brandy**. I have been a part of the **Vida HR** family for almost two years as the **Project & Implementation Manager**. I have my Bachelor's degree in Information Networking and Telecommunications from Fort Hays State University and my Master's in Business Administration from the University of Colorado Colorado Springs. I also served four years in the United States Navy as a Cryptologic Technician. My PI profile is an **Analyzer**.

A little about me:

I'm a proud Kansan, dog mom, and adventurer. Outside of the office, you'll find me working on some type of home project or spending time with my best friend Murphy, who just happens to have four legs. My husband and I spend as much time as possible in the great outdoors hiking, camping, and snowboarding. I have a slight addiction to candles and coffee, and you can rest assured that I'm always well-caffeinated.

