

vida HR | Client Newsletter

New Tax Form Delivery System: Track1099™

Vida HR is introducing a new W2 and 1099 transmission system called *Track1099*. *Track1099* is an IRS approved system that transmits W2 and/or 1099 tax forms via email to employees with email addresses on file. *Track1099* is safer than the traditional method and prevents sensitive personal information from floating in the mail for someone to steal.

It is Simple:

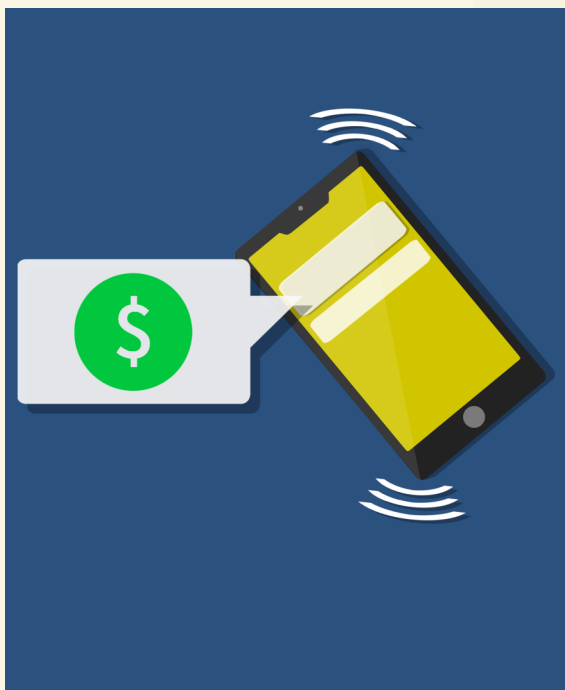
Employees that have an email address on file will receive an email at the end of January from *Track1099* to set up a login. Once users log in, they will be able to securely access their W2 and/or 1099.

Please make sure that your employees have a current email address AND mailing addresses in the Prism software. Employees without an up-to-date email address will be mailed a traditional tax form. To ensure compliance, a copy of the W2 will be available upon request in the event of any technical issue. W2s will also be available in the Prism Employee Portal.

Track1099™

by Avalara

REMINDER! Update your address & email before Dec. 31 for W2 season



PRISMHR

Payday Notifications

PrismHR offers payday notifications for employees who are enrolled in direct deposit. These automated notifications can be sent via personal email or SMS/text, depending on employee preference, and will inform them when they have received pay. This feature is a company-wide setting, but employees can opt-out via their Employee Portal as well as update the type of notification they would like to receive (text, email, or both). This notification will encourage employees to view their recent pay information via the Employee Portal. If you would like to have payday notifications enabled for your company, please reach out to your HR Business Partner or Payroll Specialist.

FEATURE OF THE MONTH



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Employee Termination Do's and Don'ts

Every manager at some point in their career will have to make a termination decision. These types of decisions are rarely simple or straightforward, and sometimes result in **costly mistakes**.

Employers are **not allowed** to make termination decisions related to protected class factors and should be aware that termination decisions that are not carefully considered and documented carry liability. These are some termination tips that managers need to know:

Illegal Reasons for Termination of Employees:

- Retaliation for reporting illegal or unethical behavior
- Participation in union activities
- Discrimination based on protected classes (age, race, skin color, religion, marital status, gender, sexual orientation, transgender status, etc.)
- Taking time off for maternity leave, FMLA purposes, or HFWA sick time.
- Filing a worker's compensation claim.
- Lawful off-duty activity, unless the activity relates to the employee's responsibilities
- Complaints about sexual harassment, another type of workplace harassment, or unsafe work conditions
- Participation in an investigation into harassment or unsafe working conditions

Common Termination Mistakes:

- Making heat of the moment decisions
- Failure to document performance issues as they occur, and then "blowing up"
- Waiting too long to pay employees for wages after their final day of employment
- Failing to pay out an employee's accrued/earned vacation
- **Not consulting with Human Resources before terminating an employee**
- Making the termination decision for personal reasons
- Creating an implied employment contract either verbally or in writing

Best Practices for Terminating an Employee:

1. Determine why an employee's misconduct, behavior, performance, etc. justifies termination.

[See more...](#)

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vida HR
BLOG

vida HR EMPLOYEE HIGHLIGHT



Hello! My name is Kerry. I joined the Vida HR team as an **HR Business Partner** in July 2021 with 12 years of HR experience. I received my bachelor's degree from Boston College. My PI Profile is '**Operator.**' *Operators are usually very cooperative, approachable, patient, conscientious, stable, and thorough.* This helps me when navigating some of the more challenging situations that HR professionals encounter.

A little about me:

I have three sons (Jason, Matthew, and Patrick), 2 cats (Sarah and Simba), and a very goofy energetic 5-month-old puppy named Nala. I grew up in the small town of Melrose, MA, and I have lived in Colorado for about 10 years. I enjoy hiking (my favorite is North Cheyenne Canyon), being outdoors, trying different "hole in the wall" restaurants, and finding unique, fun things to do all over Colorado. I am a huge Boston Sports Fan (Go Red Sox and Bruins!), but I've come to like the Rockies and Avalanches.

