



NEWS FOR YOU

—updates and information regarding Allied and our services.

December 2011



Our Mission:
Provide individuals with disabilities or other challenges the opportunity to live and enjoy a productive, independent, and fulfilling life.

Season's Greetings! We look forward to another successful year servicing all of our consumers with pride, respect and integrity. We welcome all comments, concerns and questions you may have regarding our services to you. Your input is one of the major ways we can improve our services. Enclosed with this newsletter is the new 2012 Pay Cycle Schedule and a Contact list of ACR staff.

Proper Signatures

If you have a legal representative that you have appointed on your behalf, they may have the authority to sign documents for you, such as timesheets, certain documents found with application packets, etc. It is important that any designee appointed by you sign in the proper manner. Your name should never be signed by anyone other than yourself. This means that if you have a Power of Attorney or a Conservator, they must sign their own name followed by their designated status, ie. John Smith, Conservator for Jane Doe.

If you use a signature stamp or mark an "x" for your signature, either of those must be witnessed by someone other than whom the document pertains. The person witnessing must see you do it, then write "witnessed by" and their

name next to the signature area.

As an added measure of security, Allied may offer to send a signature verification form to you to collect your signature or your representative's for our files. It is one measure taken to deter fraudulent activity.

Also note: It is important that your employees sign their full legal name to any documents sent to Allied, such as timesheets or application packets. Their full legal name should be used to endorse their paychecks as well.



UPCOMING OFFICE HOLIDAY/CLOSINGS:

Monday,
December 26, 2011
~ **Christmas Holiday**

(Fax machines remain on at all times of closings)

Monday,
January 2, 2012
~ **New Year Holiday**



Tips for Employers *

Until you spend time with your new personal assistant and come to trust that person, you will be dealing with a stranger. Below are suggestions to help you stay safe and begin a successful relationship with your new employee.

Develop a telephone interview to determine whether the applicant meets the minimum requirements of the job. Be honest about your needs, the requirements of the job, the pay, and the hours. Preparing a list of questions and priorities helps you focus the interview on the things that are most important to you, and prevents discrimination because you will be asking every applicant exactly the same questions.

Determine your level of comfort before meeting the applicant for the first time. Will you hold the interview in your home? If so, will there be anyone else in the house? Would you prefer to meet in a public place, such as a restaurant or library?

Listen to your instincts. If you have a bad feeling about someone you are interviewing, there may be a good reason for your feelings.

Be as clear as possible about the job, your expectations of your employees, and what they may expect of you. Present a job description that describes the duties they will need to perform.

Always ask for and thoroughly check people's character and employment references. Keep in mind, however, that sometimes former employers will say good things about bad people or bad things about good people.

Every person hired requires a criminal background check, but do not rely on it completely when making your decision. A clean record does not guarantee that an assistant will be trustworthy. Be especially cautious with people who lie about their criminal history.

After hiring, develop a simple agreement that you and your assistant can discuss and sign. This lists the requirements of the job, the pay, and the hours, and is a good way to prevent misunderstandings later on.

Have a backup worker available for the first couple of days, in case the new person doesn't show up for work. If the assistant doesn't show up and doesn't call, hire someone else! Behavior like this does not improve with time.

**These suggestions are offered as a service to employers courtesy of Rewarding Work and Allied.*

Payroll Record Review

In preparation of one of the busiest months of the year, January, we ask that you and your employees review your payroll records or pay

stubs for accuracy. Prior to the printing of W-2 forms and in order to avoid delays in delivery, we suggest that current addresses be verified as well as Social Security numbers. Allied prints thousands of employee W-2 forms each year.

We strive to be as thorough as possible to facilitate the production and distribution prior to the end of January. If you or your employee notice a discrepancy, please call or write to us with the corrected information. We have Personal Information Update forms which are available by calling our office at 860-627-9500 as well as on our website (www.acrfi.org). The forms are used to document changes of addresses, names or to provide additional contact information for our records.

