

# What Can a Team of Certified HR Pros Do For You?

Answer your toughest HR questions, for starters.



*Do we have to pay an employee for overtime hours that he worked but that were not authorized?*

*We'd like to start paying our employee on an exempt salary basis because when she works hourly she tends to have a lot of overtime. Can we do this?*

*What are the rules for unpaid interns?*

*Do we need to do an I-9 for them?*

*An employee broke a piece of equipment while working. Can we deduct the cost of purchasing new equipment from his check?*

*We have employees who would like to work through lunch and leave early. Can we allow them to do that?*

*My employee is not showing up to work on time and I want to fire him. What do I need to do?*

*My employee was summoned for jury duty. Do I need to pay him for that time?*

*My employee has not returned his company-owned cell phone. Can I deduct the value of the cell phone from his final paycheck?*

*We're terminating an employee tomorrow. She has 2 weeks of paid vacation accrued. Do we have to pay her for those 2 weeks?*

*Employee A told me that Employee B was stealing company property. Can I fire Employee B immediately?*

*I'm hesitant to fire this employee because I'm afraid she will claim unemployment and that will make my rates go up. Is there any way to prevent that?*

*Does the Health Care Reform employee mandate apply to me? What do I need to do to comply?*

## Don't Worry, We've Got You Covered.

With live HR advice through **HR On-Demand**, you can take advantage of unlimited consulting with our team of certified HR Pros, who answer more than 11,000 HR questions a year.

Plus, you get access to the **HR Support Center**, the industry's leading online solution for all of your HR compliance and employee relations needs. From Health Care Reform and employee leaves to hiring, termination, wage & hour issues, and more, we can help.

Let us focus on your HR needs so you can focus on building your organization.



**For more information, contact:**

Professional Benefit Consultants, Inc.  
(609) 646-1000  
APetrilli@insuranceagenciesinc.com