



# HRA-ECI

Human Resource Association of East Central Illinois



November 2016

## Employers Must File Copies of Form W-2 by Jan. 31

The Internal Revenue Service is reminding employers that a new federal law to make it easier for the IRS to detect and prevent refund fraud moved the annual deadline for filing copies of employees' Form W-2 with the Social Security Administration (SSA) to Jan. 31.

The earlier filing deadline is part of the Protecting Americans from Tax Hikes (PATH) Act, enacted last December. "As tax season approaches, the IRS wants to be sure employers, especially smaller businesses, are aware of these new deadlines," IRS Commissioner John Koskinen said in a news release.

Under the new deadline:

- Employers filing 249 or fewer copies of Form W-2 can file these forms electronically or by paper.
- Employers filing 250 or more returns must do so electronically.

Employers must file by Jan. 31 regardless of number of employees or the method of filing.

In the past, employers typically had until the end of February if filing on paper, or the end of March if filing electronically, to submit copies of these forms to the government.

In addition, there are changes in requesting an extension to file Form W-2. Only one 30-day extension to file Form W-2 is available, and this extension is not automatic. If an extension is necessary, a Form 8809, Application for Extension of Time to File Information Returns, must be completed as soon as the employer knows an extension is necessary, but by Jan. 31 at the latest. The instructions for Form 8809 contain additional information.

To make corrections after filing Form W-2 with the Social Security Administration, employers can file Form W-2c, Corrected Wage and Tax Statement.

In addition, many states have also adopted the federal change of the new deadline of Jan. 31, beginning with the upcoming filings for 2016 Form W-2 during the 2017 tax filing season. [www.shrm.org](http://www.shrm.org) for more information.

## November Meeting

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**Laura Hemman  
&**

**Maria Tegeler**  
Wellness  
Advocates

Topic: Fun and  
easy way to make  
natural health a  
focus in your  
work  
environment

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**Friday,  
November 11th**

11:30AM -

1:00PM

Firefly Grill  
1810 Avenue of  
Mid America,  
Effingham, IL

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**RSVP**

**By 4 PM**

**Tuesday,  
November 8th**

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Bring plenty of  
business cards!

# Thanksgiving Treats

## White Chocolate Cranberry Pistachio Fudge

### Ingredients

- (1) 14 ounce can sweetened condensed milk
- 20 ounces high-quality white chocolate, roughly chopped
- 3 tablespoons unsalted butter, cut into 1/2-inch pieces, at room temperature
- 1/8 teaspoon salt
- 3/4 cup pistachios, chopped, divided
- 3/4 cup dried cranberries, divided

### Instructions:

Lightly grease an 8 x 8-inch baking pan. Line the pan with parchment paper, allowing the excess paper to hang over the sides; set aside. In a large, heatproof bowl combine the sweetened **condensed milk, white chocolate, butter, and salt; set aside.** Fill a **saucepan** with a little water (you want it about 1/4 full) and bring it to a boil. Reduce the heat to barely a simmer. Place your heatproof glass bowl holding your ingredients on top of the pot. Stir frequently, until the white chocolate has melted and the mixture is completely smooth, about 8 minutes. Remove from heat and fold in 1/2 cup of pistachios and 1/2 cup of dried cranberries. The mixture will be very thick. Using a sturdy spatula, scrape the fudge into the prepared pan and smooth the top. Sprinkle with remaining pistachios and cranberries. Refrigerate for at least 2 hours before slicing.

Gently run a butter knife around the edge of the pan to loosen the fudge. Remove the fudge and transfer it to a cutting board. Peel off parchment paper, then slice the fudge into small pieces. Serve at once or store in the refrigerator for up to 1 month. You may also freeze the fudge, in an airtight freezer safe container for up to two months.



## Caramel Apple Sangria

Prep: 10 minutes

### Ingredients:

- 1 bottle of white wine
- 1 bottle of sparkling apple cider
- 1/4 cup of caramel syrup
- 4 Apples, chopped

### Instructions:

1. Chill your white wine and sparkling apple cider.
2. Once cold, mix together wine and cider and add 1/4 cup caramel syrup.
3. Chop approximately 4 apples into small cubes and add to sangria.

**Chill in the refrigerator until ready to serve.**



# How to Give Effective Employee Evaluation

## Define Expectations:

- ⇒ Define what is expected of the employee
- ⇒ Make sure goals are measurable and observable

## Create Goals:

- ⇒ Discuss the goals with the employee
- ⇒ Obtain the employee's agreement and signature

## Provide Written Evaluations:

- ⇒ Every six months, discuss performance
- ⇒ For struggling employees, consider once-a-month evaluations
- ⇒ Ensure written performance reviews reflect the entire evaluation Period

## Maintain a Performance Record

- ⇒ Make written notes throughout the year
- ⇒ Do both praising and correcting– in real time

## Ensure Integrity of Evaluation

- ⇒ Written comments should be factual, detailed, and constructive
- ⇒ Performance criteria shouldn't be changed after review
- ⇒ Evaluations shouldn't digress from the measures initially defined



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