

Employee Newsletter

July 14, 2006

Inside This Issue

- 1 Direct Deposit?
- 2 Print Pay Stubs Online
- 2 New Snohomish Location

*Find out how you can
print your own pay
stubs online on page 2.*

*Did you know that
Visiting Angels' job
postings are available
online at
www.VisitingAngelsWA.com*

Direct Deposit?

For the last couple of years we have been investigating ways to offer employees direct deposit of their pay check. Our challenge was that Whatcom Educational Credit Union (WECU), which is whom we bank with, did not offer that service for employers.

At the beginning of this year WECU began a test program with a few employers, offering direct deposit services. We leaped at the opportunity and have worked closely with WECU to develop a direct deposit program.

In order to make direct deposit work we have to do two things: 1) create a secure online access webpage for employees to print past and present pay stubs, and 2) complete payroll by Wednesday 11:00 am each pay week.

For the first challenge, to create a secure online access webpage for employees, we contracted with Big Fresh Media. They have been working on this project for about eight weeks and have recently completed it for us. For more information on this service read the article below.

While Big Fresh was working on this project we were evaluating the practicality of being able to complete payroll by the Wednesday deadline each pay week. In the past we have normally completed payroll sometime between 5:30 pm Wednesday and 4:00 pm Thursday, far short of the Wednesday deadline.

In order to complete payroll by the Wednesday deadline we must have all of the necessary information (caregiver hours) by 8:30 am Tuesday. This will allow our payroll people to work late Tuesday and complete payroll by the Wednesday deadline.

We need your help! Here's how:

1. Use telephony to clock in and out.
2. Contact the office and leave a message if your hours worked are different than what was scheduled. When you leave a message let us know what time you started, what time you finished, and why your hours are different than the schedule.
3. If you are unsure whether we have all your hours then contact the office on Monday afternoon and let us know your start time, end time, day and date, and which client you worked with. We can also confirm your upcoming schedule while we have you on the phone.

We will be monitoring our ability to finish payroll by the Wednesday deadline over the next several weeks and as soon we feel confident that we can meet it we will implement direct deposit for everyone.

Print Pay Stubs Online

In order to provide direct deposit services for employees it was necessary for us to come up with a way for employees to access their pay stubs. We contracted with Big Fresh Media, a web site developer, to come up with a way for us to post pay stubs on a secure server for employee access.

This webpage is only available for employees and is hosted by Big Fresh Media and uses the same technology that your bank and credit card companies use to keep information secure.

So how does this service work? Every pay period we will update your account with your latest pay stub. Everyone will be provided a secure password that they can use to access their account. Once logged on you can change your login information, and review and print your pay stubs.

Employee's that provide an email account will receive automatic email notification when a new pay stub has been posted to your account. This email will contain a secure link to your account.

This will be a huge advantage for employees who need pay stub information for loans, employment verification, etc.. Employees will be able to print this information at any time when they need it.

Included with this check are instructions about how to access your online account. Let us know what you think.

New Snohomish Location

We have moved!

Our Everett office has relocated into a temporary location as we remodel our new office building. For the past year and a half we were too large for the office that we were in and needed to add space. About two months ago we began looking for a new location in the Everett area.

The first location we found we fell in love with right away; however, the deal fell through as the current owner did not act quickly enough. Fred and Debbie continued to look for an appropriate location and were surprised at how difficult it is to find office locations in Everett.

However, in the middle of June they ran across an office in downtown Everett that was just right. It has a small parking lot and plenty of room to get started with. The only problem is that it needs a remodel.

The remodel will begin soon and in the meantime the Everett team will be working out of a small trailer in the new location's parking lot.

Our new location is:

2532 Wetmore Ave., Everett, WA 98201

The phone numbers remain the same. Stop by and say, "Hi."

The Everett team has moved to a temporary location.

What do you want to see? Let us know.
