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## What to do if an employee is awol

As an employer or manager, you can use an employee's leaving to create goodwill and positive memories that will ease the stress of the transition. By making your employee's last days on the job comfortable and letting him know that you appreciate his service, you can avoid burning bridges and maintain business relationships that might be useful in the future. A public tribute to the hard work your employee put in over the years serves two purposes: to thank the person for her efforts and spread the word about the transition to other employees and clients. You can include an article on your website, publish a notice in your next email or print newsletter, or offer a thank you speech at a banquet or company dinner. Use simple, straightforward language, and include mention of specific accomplishments and accolades. To let your employee know that the entire staff has enjoyed the time together, get a gift from the group. Whether you all chip in for flowers or do something more personal, the employee will appreciate the effort. For a person who has grown close to staff members and contributed value to the team, you can put together a scrapbook that highlights memorable projects and lists the things coworkers see as valuable personality traits and assets. Other possibilities include gift cards, gag good luck gifts or something that relates to the employee's personal interests. When an employee leaves your company, give other employees the chance to say goodbye and give good luck wishes by throwing a company or department party. Hold the event during work hours on the employee's last day to give everyone a chance to take a break and celebrate their coworker. Bring in cocktails and food, and ask high-ranking executives and people close to the employee to give short, personal speeches. Even after they leave a job, employees often ask bosses for letters of recommendation for future jobs. When one of your staff members leaves, give him a letter in anticipation of this request; in doing so, you can talk about his positive qualities and strong work while he is on your mind instead of years down the road. This lets the employee know that you value his contribution and have an interest in his future success. Give him several copies and keep a digital file that can be updated with new dates in the future. The IRS takes a keen interest in the difference between an employee and a subcontractor, since a company does not withhold income tax, social security or Medicare when they hire subcontractors. Business owners, employees and subcontractors all so need to understand the distinction so that they can be sure they are treated fairly. The IRS has devised a set of Common Law Rules for determining who is an employee and who is a subcontractor, based on the behavioral, financial and over-all relationship between the company and the employee or subcontractor. An employer retains the right to control the behavior of an employee, including where, when and with whom to work, and also what supplies and services are purchased and from whom. The employee may be given latitude as part of his job responsibilities. Subcontractors set their own work hours, independently contract for supplies and services, and are not directly supervised by the client. Employees receive a regular pay check based on time worked and do not generally have significant unreimbursed business expenses. Subcontractors are paid based on the completion the the job, and have a significant investment in business facilities and equipment, as well as overhead business expenses not charged directly to the client. An employee usually works for one employer and often receives benefits like insurance, pension, vacation and sick pay in addition to regular wages. A subcontractors runs his own businesses and has more than one client. The official relationship with the client is not permanent and ends with the completion of the job. A manual payroll system is performed entirely by hand; an in-house computerized system includes an on-site payroll staff and the use of payroll software; an external system involves outsourcing your payroll tasks to a payroll company. The objective of the payroll system is to ensure that employees are paid accurately and on time. To meet this goal, some general tasks apply. Figure hourly workers' pay. Pay hourly workers according to what their time sheet/card reflects. This includes regular time, overtime and benefit days, such as vacation and personal time. Pay regular hours (those under 40 for the workweek) and benefit days at the employee's regular pay rate. Pay overtime hours (those above 40 for the workweek) at his overtime rate of 1½ times his normal pay rate. The hourly employee must actually work 40 hours for the week to qualify for overtime pay. Therefore, if he works 35 regular hours and takes 8 vacation hours, pay all 43 hours at his regular pay rate. For instance, say the employee earns \$9/hour. His time sheet for Monday to Friday shows in at 7:30 a.m. and out at 5:30 p.m. He takes an hour of unpaid lunch each day, which leaves nine work hours for each day, a total of 45 hours for the week. Regular calculation: 40 hours x \$9 = \$360, weekly gross regular pay. Overtime calculation: 5 hours x \$13.50 (\$9 x 1.5) = \$67.50, weekly gross overtime pay. Calculate salaried employees' pay. Pay salaried workers a set pay each pay period. For instance, if the salaried worker earns \$53,000 annually and gets paid biweekly, the calculation would be as follows: Calculation: \$53,000 / 26 biweekly pay periods = \$2,038.46, biweekly pay. If you must prorate the salaried worker's pay, such as if she terminated in the middle of pay period, do so based on her hourly or daily rate. Hourly rate calculation: \$53,000 / 2,080 (yearly work hours, including benefits) = \$25.48. Daily rate calculation: \$53,000 / 26 biweekly pay periods / 10 days = \$203.84, daily rate. Subtract statutory/involuntary deductions and voluntary deductions from the employees' gross pay to arrive at the net pay. Use the IRS withholding tax tables (Circular E; see Resources) and employees' Form W-4 for the appropriate tax year to determine the federal income tax. The Circular E also lists the most current Social Security and Medicare tax rates. Use the state tax withholding tables and the employee's state income tax form to determine state income tax, if applicable. If your state does not charge state income tax, do not withhold it from the employee's paycheck. Voluntary deductions include medical, dental, life and disability insurance, retirement contributions, and parking fees. Tips Process your payroll based on your pay frequency. For instance, process a weekly payroll based on one week's pay and a biweekly payroll based on two weeks' pay. Payroll software performs wage and deduction calculations, which simplifies payroll processing. We're all headed toward an agent economy, where everyone becomes an agent or a service provider instead of an employee ... It's like telecommuting, but it's taken to the level of telecompanies. Leon HoFounder of Lifehack Read full profile Share Pin it Tweet Share Email ... It is a good question which every employers and managers want to know the answer. Would be ideal to keep all A-players in the company, but why would they quit? Many times that I observed when someone who is top performers left the company, it is always something in the company that throw him off. Jay at Dumb Little Man gathers and consolidates some notes from exit interviews and look into the notes that has been considered in the top 20% in the company. He placed them into categories: Money Unchallenged Too Challenged Dead Company Watch your Levels (and the BS) For money, it does not mean top players work for money. But unfortunately employee weight what they worth from compensation. If you couldn't pay the market rate for those top performer, or the salary package couldn't catch up their performance, prepare for losing that star employee. Why Top Employees Quit - [Dumb Little Man] Share Pin it Tweet Share Email Page 2 I'm home with my six month old son today. My wife has my daughter, so I'm in charge of this ball of energy and non-communication. He's having a tough time sleeping, which means I'm having a tough time working. I just tried laying down with him to take a nap with him, to see if that made a difference. And out of this, came some visualization and relaxation tips: Take six deep breaths- After you get comfy, take six really deep, slow, breaths. If you can, breathe in from the nose, and out through the mouth. Nice, slow, easy. Feel your aches- Without moving, take a quick inventory of the aches and pains you feel, especially around the face, the neck, your jaw, and your lower back. Think of warmth- Imagine sending liquid warmth through those parts, such that the warmth pours over the aches, and washes them down out of your body, off the bed, and onto the floor. Release your worrisome thoughts- Say to every bothersome thought that comes into your head, "I can't fix you right now. I'll get back to you later." Everything that comes up isn't meant to be solved right now. Your brain's just trying to get rid of them. Even reminders. "I'll remember you when I wake up." Let them all go. Assure yourself you'll wake up on time- This is important for nappers, but also for people who have trouble waking up. Just give yourself a quick reminder of when you want to wake up. Think of the numbers on the clock. Think of a hammock- You're up off the ground, wrapped in a cocoon of comfort, swaying gently in the open air. The sun is warm on your face, and there's a breeze blowing you back and forth. This visualization helps you "see" what sleep's reward will be, getting you more in the mood to sleep. Visualization has proven helpful in developing the appropriate brain wave patterns to achieve restful sleep. The more you practice these techniques and build them into a ritual, the better your opportunity for repeatable success. I've found that the speed at which I get to sleep after practicing these improves as I move forward, not that speed sleeping is a goal. It's just nice to see the practice paying off. -Chris Brogan is awake and dreaming of new ideas at [chrisbrogan.com].

what to do if an employee goes awol

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