

In This Issue...

A new year brings new opportunities to keep your business on the right track. This month's newsletter can help you make plans for a successful and productive year.

2007 Financial Updates

Social Security FICA cutoff:
\$97,500.00

401k Maximum Contributions:
\$15,500

Maximum 401k Catch-up
Contribution:
\$5,000

Mileage Reimbursement:
\$0.485/mile

Important Reminder

Please make sure all employees, even terminated ones, have updated their addresses with Nextep. Nextep cannot be responsible for W-2's that are not delivered because of invalid addresses.

Sources for "Future Trends"
SHRM Workplace Forecast and
www.hermangroup.com

Happy New Year

Future Trends

As technology and society evolve, we should watch for trends in society that will have profound affects on the workplace. Below are forecasts for this year and coming years and actions we can take now to be ready for those changes.

TREND	ACTION
Rising Health Care Costs.	<ul style="list-style-type: none"> ·Implement preventive health programs ·Offer fitness programs
Increased use of outsourcing and offshoring to other countries	<ul style="list-style-type: none"> ·Increase training in specialized skills ·Use diversity education programs
Increased demand for work/life balance	<ul style="list-style-type: none"> ·Offer more flexibility in hours ·Implement programs aimed at improving quality of life
Retirement of large numbers of baby boomers around the same time.	<ul style="list-style-type: none"> ·Work to attracting younger workers. ·Work towards retaining the older workers. Flexibility works well for both young and old.
Increase in identity theft	<ul style="list-style-type: none"> ·Mandate that ALL papers in the workplace with sensitive info be shredded. ·Guard employees' confidentiality.
Work intensifies as employers try to do more with fewer employees.	<ul style="list-style-type: none"> ·Look at employee productivity to ensure workers have appropriate workloads without being over or under burdened. ·Use new technology to lessen manual burdens
Technology vulnerable to attack or disaster.	<ul style="list-style-type: none"> ·Have all information backed up to a secure, offsite location. ·Make a disaster plan.
Younger workers will feel less attached to their jobs.	<ul style="list-style-type: none"> ·Remember that younger workers have different work expectations than older ones. ·Implement policies that will make your workplace one worth staying in.
Employees will be expected to participate in more training as company needs become more specific.	Companies will need to train more employees to fit jobs rather than filling jobs with pretrained individuals.
Companies will look at society.	See your company's place in society and participate in outreach programs with schools, non-profits, shelters, etc.
Increase in technology	<ul style="list-style-type: none"> ·Utilize technology to make your job easier ·Make sure employees are well trained on computers.

CORPORATE HEADQUARTERS:

3550 West Robinson
Norman, OK 73072

tel: 05.292.1428
fax: 405.292.1436

toll free tel: 888.811.5150
toll free fax: 888.811.5161