

JKJ WORKFORCE AGENCY, INC

LABOR SOLUTIONS THAT WORK!!

H2B CONSULTANT AND FACILITATOR

32775 FM 106
RIO HONDO, TX 78583
PHONE: 956-748-0550
FAX: 956-748-0553

2013-06-14 COMPLIANCE UPDATE

IF YOU HAVE RECEIVED WORKERS FOR 2013:

- Confirm that you have made 2 copies of the worker's passport, Visa, I-94 (Arrival / Departure Document).
 - One copy to be retained in your worker's file.
 - One copy to be mailed (or scanned and emailed) to our offices.
- Confirm that you have properly completed form I-9 on all of your workers (foreign and domestic) using the appropriate I-9 form. If you would like for us to review samples of your I-9 for compliance issues please contact our compliance officer.
- Confirm that you have applied for Social Security Numbers for all workers who did not already have them.
 - Send us a copy of the Social Security Card when it is received so that we can store it electronically in the workers individual file.
 - Keep a copy for your records.
 - Give the original card to the worker.
- Confirm that you have had the worker fill out form W-4, that you are aware of your prevailing wage and that you are compliant.
- Confirm that you have established and maintain records in regards to hours of operation / hours workers are on duty / hours that the workers are working.
- Confirm that you are keeping accurate and complete records in regard to payroll including wages paid and any deductions / credits being taken.

IF ARE GOING TO NEED ADDITIONAL WORKERS FOR 2013:

- Please let us know ASAP how many workers, positions to be filled, when you need for them to arrive, so that we can be meet your needs.

SUPPLEMENTAL PREVAILING WAGES

- We are automatically filing redetermination requests for all clients when these are received. Please review the suggestions that we have emailed (copy attached) in

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regards to the Supplemental Prevailing Wages being issued as a result of the Interim Final Rule.

WORKER THAT LEAVE YOUR EMPLOY OF ANY REASON:

The Department of Labor has taken the position that if a worker leaves employ (for any reason at all) prior to the LAST DAY ON THEIR VISA, we must notify the Department within 48 hours. Please notify us if:

- Worker is terminated
- Worker leaves with or without notice
- Worker returns home with the intention of returning
- Worker returns home at the end of the season.

This would be for ALL H-2B workers that we process for you.

If you have already reported any Absconded workers for 2013 and we have not sent you a copy of the Absconded Worker Letter that we submitted, please contact our offices so that we can email a copy to you. Your request should include your company name, the name of the worker and the email address that you want the report sent to.

IF ANY OF YOUR H-2B WORKERS ARE NO LONGER EMPLOYED WITH YOUR COMPANY AND YOU FAILED TO NOTIFY US, PLEASE PROVIDE THE INFORMATION NOW SO THAT THEY CAN BE REPORTED AND YOU CAN BE BROUGHT INTO COMPLIANCE: WE NEED:

- 1) Worker Name
- 2) Date work left
- 3) Reason for Separation from your company
- 4) Reason not reported in timely manner and any other information that you might have.

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