

# Northeast Wisconsin Job Center's Employer Bulletin

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**JobCenterOfWisconsin.com**

Now offers a new direct upload service of your companies job listings from your website.



Interested in uploading your company's job openings directly to the **JobCenterofWisconsin.com** website? A web service is available to make posting your company's job openings faster and easier.

**Benefits:**

- √ Automates the job posting process and frees Human Resources staff to spend time on other things.
- √ Ensures compliance with OFCCP rules for companies with federal contracts.
- √ The job will be displayed to job seekers as it appears on your website.
- √ Your job openings will also be posted on JobCentral.com.

**Instructions**

To view detailed instructions, a one-time registration is required. If more than one person at your company needs access, each person should register and create an account (username and password) in his or her own name.

To register, go to

<http://jobcenterofwisconsin.com>

and click on **Employer Tools** in the dark blue menu bar, then on **My Job Orders**, and then on the **Set up an account** link in the orange Secure Log In area. On the third (last) screen, in the 'Additional Comments' field, located at the bottom of the screen, please state that you are requesting access to the Web Service.

- √ Please allow 3-5 minutes to complete the registration process. A Job Center of Wisconsin Call Center staff member will call you to complete the process.
- √ If you are already registered, please send an email to: [JobNetHelp@dwd.wisconsin.gov](mailto:JobNetHelp@dwd.wisconsin.gov) and request access to the Web Service.
- √ To view the Web Service instructions, login at <http://jobcenterofwisconsin.com> with your Username and Password. Click on **Employer Tools** in the dark blue menu bar, then on **My Job Orders**, and then on the **Web Service Help** link.

**If you have questions or need assistance, please contact**

Linda Williamson at (608) 261-6394 or [Linda.Williamson@dwd.wisconsin.gov](mailto:Linda.Williamson@dwd.wisconsin.gov) or Rebecca Powell at (608) 266-9187 or [Rebecca.Powell@dwd.wisconsin.gov](mailto:Rebecca.Powell@dwd.wisconsin.gov).

**JobCenterofWisconsin.Com's Resume Search Tool for Employers**

The Candidate Search feature provides employers with the advantage searching for candidates that best suit their hiring needs. You can select applicants by setting search criteria and previewing potential candidates. Advantages include:

- √ View Candidate Profiles that match your search criteria
- √ Email candidates you are interested in
- √ Save your favorite search criteria

- √ Receive emails with new candidates that match your search criteria

Using the Candidate Search feature is easy and offers employers another tool in the recruitment process.

A new video gives an overview of how employers can now take advantage of a resume search tool on the State of Wisconsin's JobCenterofWisconsin.com site. To view the short video, go to:

<http://www.wisconsinjobcenter.org/jcw/swf/JCWIntroAd.htm>

**When you're Recruiting**

**Be sure to list your Job Openings at**

**JobCenterOfWisconsin.com**

**Convenient, Fast, Free**

**We're Working to Keep Wisconsin Working**



## The Work Opportunity Tax Credit Solution

### Can Put Tax Savings in the Palm of Your Hands

#### Have Job Accommodations Questions.

The JAN Accommodation Network can provide help.

JAN is a free consulting service designed to increase the employability of people with disabilities by: (1) providing individualized worksite accommodations solutions; (2) providing technical assistance regarding the ADA and other disability related legislation; and (3) educating callers about self-employment options.

Services include one-on-one consultation about all aspects of job accommodations, including the accommodation process, accommodation ideas, product vendors, referral to other resources, and ADA compliance assistance.

The successful employment of people with disabilities starts with active recruitment and an understanding of the legal environment in which hiring takes place. The recruitment process can be made easier by understanding how hiring people with disabilities can increase diversity and further an organization's mission or a business's bottom line.

JAN can be accessed by phone at 800-526-7234 (TTY 877-781-9403) or via its Website:

[www.jan.wvu.edu](http://www.jan.wvu.edu)

The Work Opportunity Tax Credit (WOTC) is a federal tax credit that offers an incentive for private sector businesses to hire individuals from 12 targeted groups that have consistently faced significant barriers to employment. The main objective of this program is to enable the targeted employees to gradually move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while the participating employers are compensated by being able to reduce their federal income tax liability. WOTC joins other workforce programs that help incentivize workplace diversity and facilitate access to good jobs for American workers.

Depending on the employment scenario, private sector businesses may be eligible to reduce their federal income tax liability by as much as:

- √ \$2,400 for each new adult hire;
- √ \$1,200 for each new summer youth hire,
- √ \$4,800 for each new disabled veteran hire
- √ \$9,000 for each new long-term family assistance recipient hired over a two-year period.

#### Minimum employment or retention period.

All new adult employees must work a minimum of 120 or 400 hours. Individuals hired as Summer Youth employees must work at least 90 days, between May 1 and September 15, before an employer is eligible to claim the tax credit. The WOTC amount an employer may claim depends on the hours the employee works. The credit is 25% of qualified first-year wages for those employed at least 120 hours but fewer than 400 hours and 40% for those employed 400 hours or more.

No credit allowed for employees who work less than 120 hours.

#### How does an employer apply for the credits?

1. Complete BOTH SIDES of the IRS Form 8850. "Work Opportunity Credit Pre-Screening Notice and Certification Request". The job applicant should complete the front side, and the employer or representative must complete the back side of the form on or before the job offer date. The 8850 form must be complete in every detail.

**Note:** This document must be mailed to the WOTC Office at the DWD address below within 28 days of the job start date or the application will be denied (no exceptions).

**The IRS requires original signatures, therefore, no faxes or photocopies of the forms are allowed. (IRS Form 8850)**

2. Complete the ETA Form 9061 (Individual Characteristics form) if the job applicant does not have a completed ETA Form 9062 from a service provider. Client service providers may provide job applicants with ETA Form 9062, "Conditional Certification", identifying them as a member of a WOTC target group.

Job applicants would then give this form to the potential employer to complete their portion of the form.

- Employer/Representatives using Form ETA 9061 must staple reasonable eligibility documentation of a target group to this form, or provide reasonable audit trail information in response No. 19 on the form. (ETA Form 9061)

When Conditional Certification form ETA 9062 is used, the state or delegated agency representative providing service to the target group applicant must sign it. Employee would then provide this signed form to the employer. With the agency signature, no other documentation is required. (ETA Form 9062)

3. Return all completed forms: IRS 8850 and Individual Characteristics ETA Form 9061 or if you received a completed Conditional Certification 9062 to:

**Department of Workforce Development (DWD)**

**Federal Tax Credits, Rm. E100**

**201 E. Washington Ave., PO Box 7972**

**Madison WI 53707-7972**

#### How to Claim the WOTC Tax Credit?

You file for the credit when you fill out your annual Business Federal Income Tax Forms. In addition to these forms, you will need an IRS 5884 Form and the Tax Credit Certification issued to you by the Wisconsin Department of Workforce Development Tax Credit Unit.

Any questions regarding the filing of the tax credit with the IRS may be addressed to the IRS website (<http://www.irs.gov>) or their help line at 1-800-829-1040.

## ARRA Tax Benefits for Wisconsin Businesses

### American Recovery and Reinvestment Act

#### American Recovery and Reinvestment Act

The tax provisions in the American Recovery and Reinvestment Act will provide significant relief for businesses, saving Wisconsin business owners approximately \$561 million in federal taxes over the next three years.

**Bonus Depreciation:** \$235 million in federal savings for Wisconsin businesses

This provision extends to 2009 the bonus depreciation allowed for capital expenditures to recover the costs of these expenditures more quickly than the ordinary depreciation schedule. For tax year 2009, businesses that make expenditures on new capital will be allowed to immediately write-off 50 percent of those expenditures as a deduction against current income. This applies to only certain types of capital improvements.— This provision does not affect a taxpayer's Wisconsin income tax liability.

**Expanded Small Business Expensing:** \$5.9 million in federal savings for Wisconsin businesses

Small businesses are allowed to recover the cost of certain capital investments more quickly by immediately expensing rather than depreciating new capital investments over time. The benefits of expensing are limited to \$125,000 of total expenditures are phased out for firms that have total capital expenditures of more than \$500,000 per year. For 2009, the amount of new expenditures that may be eligible for expensing is raised to \$250,000, and businesses may have up to \$800,000 in aggregate investment expenditures and still qualify for the full expense amount.— This provision does not affect a taxpayer's Wisconsin income tax liability.

**5-Year Carry back of Net Operating Losses for Small Businesses:** \$25.5 million in federal savings for Wisconsin businesses

In general, net operating losses may be used to offset taxable income in the two prior tax years or carried forward for up to twenty years. For tax year 2008, the provision extends the carry-back period to five years for businesses with gross receipts of \$15 million or less.— This provision does not affect a taxpayer's Wisconsin income tax liability.

#### Deferral of Certain Income from Cancellation of Debt:

\$298 million in federal tax savings for Wisconsin businesses

A taxpayer generally has to recognize income whenever the taxpayer is able to cancel debt or repurchase the debt for an amount less than the adjusted issue price. The income recognized is the difference between the adjusted issue price and the re-purchase price. For tax years 2009 and 2010, certain businesses will be allowed to defer paying tax on income from the cancellation of debt for four or five years, and then pay the tax evenly over five years.— This provision does not affect a taxpayer's Wisconsin income tax liability.

#### Capital Gain Exclusion for Small Business Stock:

Federal law provides an exclusion of 50% for capital gains of certain small business stock held at least five years. The provision increases the exclusion from 50% to 75% for gains of certain small business stock. The tax benefit of this provision will occur mainly in fiscal years 2014 through 2016; the total tax relief for these three years is estimated to be \$12.2 million.

This provision does not affect a taxpayer's Wisconsin income tax liability since Wisconsin currently excludes 100% of capital gains of certain small business stock held for at least five years.

#### Reduce the Built-In Gains Holding Period for S-Corporations:

\$1.8 million in federal tax savings.

In general, if an S-corporation realizes a gain of its assets sold during the first 10 taxable years the S-election is in effect and those gains arose prior to the conversion from C-corporation to an S-corporation, the S-corporation is subject to a built-in gains tax equal to the highest marginal corporate tax rate. The provision reduces the recognition period from 10 year to seven years for assets sold in 2009 and 2010. Thus, if an asset is sold in tax year 2009 and 2010 and it has been seven years after the S-corporation election, no tax is imposed on the built-in gain.

#### For more information:

See Wisconsin Department of Revenue Website:

<http://www.revenue.wi.gov/news/090316b.html>

### IF YOUR GROUP HEALTH PLAN IS SUBJECT TO COBRA, The AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA), AS AMENDED IN DECEMBER 2009, MAY APPLY TO YOU.

There are COBRA notice requirements under ARRA that apply if any individual in your plan had a COBRA qualifying event on or after September 1, 2008. Notice also must be provided about the changes made to ARRA by the Department of Defense Appropriations Act, 2010 to certain individuals who have already been provided a COBRA election notice (unless the notice included the updated premium reduction information). Eligible individuals pay only 35 percent of their COBRA premiums and the remaining 65 percent is reimbursed to the coverage provider through a tax credit. To qualify, individuals must experience a COBRA qualifying event that is the involuntary termination of a covered employee's employment. The involuntary termination must occur

during the period that began September 1, 2008 and ends on February 28, 2010. The premium reduction applies to periods of health coverage that began on or after February 17, 2009 and lasts for up to 15 months.

For more information on the COBRA provisions and notice requirements under ARRA, as amended, contact the U.S. Department of Labor's Employee Benefits Security Administration at: **1-866-444-3272** or visit: [www.dol.gov/COBRA](http://www.dol.gov/COBRA)

For more information on the tax provisions contact the IRS at:

[www.irs.gov](http://www.irs.gov)

## Consumer Price Index

### Consumer Price Index - All Urban Consumers (CPI-U) \*

National (U.S. City Average) 1982-1984 = 100			% Change	Class B/C - Midwest States (1996/1997 = 100)			% Change	Class D - Midwest States (1982-1984 = 100)			% Change
U.S. City Average	Dec-09	Nov-09	Dec-08	Size 50,000-1,500,000	Dec-09	Nov-09	Dec-08	Size Less than 50,000	Dec-09	Nov-09	Dec-08
All Items	215.9	216.3	2.1%	All Items	131.7	131.9	2.9%	All Items	202.7	203.0	3.7%
Food & Beverage	218.0	217.7	-0.4%	Food & Beverage	135.0	134.8	0.0%	Food & Beverage	217.1	216.3	0.0%
Housing	215.5	215.8	-0.3%	Housing	124.1	124.4	0.0%	Housing	192.2	192.5	1.4%
Apparel	119.4	122.5	1.9%	Apparel	83.6	85.8	-3.1%	Apparel	127.3	122.0	-3.8%
Transportation	188.3	188.6	14.4%	Transportation	138.0	138.6	14.4%	Transportation	169.6	169.7	15.3%
Gasoline (All Types)	224.3	227.7	53.5%	Gasoline (All Types)	233.2	240.0	53.0%	Gasoline (All Types)	199.6	203.0	59.7%
Medical Care	379.5	379.6	3.4%	Medical Care	162.4	161.9	3.6%	Medical Care	367.8	368.0	4.1%
Energy	202.3	204.0	18.2%	Energy	189.1	191.7	15.3%	Energy	176.5	179.2	19.9%

Source: U.S. Department of Labor, Bureau of Labor Statistics \*Not Seasonally Adjusted

## Labor Force Update

Employed	155,789	157,760	160,810	-1,971	-5,021
Unemployed	13,081	12,432	9,569	649	3,512
Unemployment Rate %	7.7%	7.3%	5.6%	0.4	2.1
<b>Total Nonfarm (NFWs) ***</b>	<b>164,300</b>	<b>165,500</b>	<b>167,900</b>	<b>-1,200</b>	<b>-3,600</b>
Goods Producing	34,400	35,300	36,900	-900	-2,500
Service Producing	129,900	130,200	131,000	-300	-1,100
Constr., Mining & Nat. Resources	6,500	7,300	7,400	-800	-900
Manufacturing	27,900	28,000	29,500	-100	-1,600
Trade	24,100	24,000	24,500	100	-400
Transportation & Utilities	11,000	11,100	11,100	-100	-100
Financial Activities	12,300	12,300	12,400	0	-100
Education & Health Services	21,300	21,200	21,000	100	300
Leisure & Hospitality	15,700	15,800	15,600	-100	100
Info., Prof & Bus. Svcs., & Other Svcs.	24,200	24,200	24,800	0	-600
Total Government	21,300	21,600	21,500	-300	-200
Federal	1,100	1,100	1,200	0	-100
State	2,800	2,800	2,700	0	100
Local	17,400	17,700	17,600	-300	-200

\*\*\* Includes employment with employers located in area. Estimates are not seasonally adjusted.

Current month estimates are preliminary. Totals may not add due to rounding. Calculations based on unrounded numbers.

All monthly estimates are subject to annual revisions.

Source: Wisconsin Department of Workforce Development, Bureau of Workforce Training, LAUS, CES

## Job Center Job Order Stats:

### Snapshot in time - Active Job Orders as of Noon—January 27, 2010

Statewide 9,195 Active Job Orders 18,210 Job Openings  
Resumes/applications on JCW 26,377

### New Job orders listed in DEC 2009 (Does not include uploads to JobCenterOfWisconsin.com from JobCentral.com)

#### December 2009

State Wide 2,600 Job Orders 4,725 Job Openings  
Bay Area (10 Counties) 366 Job Orders 666 Job Openings  
Fox Valley (7 Counties) 449 Job Orders 814 Job Openings  
Brown County 366 Job Orders 403 Job Openings

## Federal Contractor Responsibilities

### Federal Contractor Program

Any contractor or subcontractor with a contract of \$25,000 or more with the Federal Government must take affirmative action to hire and promote qualified targeted veterans which includes, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Contractors and subcontractors with openings for jobs, other than executive or top management positions, positions which are to be filled from within the contractor's organization, and positions lasting 3 days or less, must list them with the nearest State Job Service (also known as State Employment Service) office. The requirement applies to vacancies at all locations of a business not otherwise exempt under the company's Federal contract. Qualified targeted veterans receive priority for referral to Federal contractor job openings listed at those offices. The priority for referral does not guarantee that referred veterans will be hired.

Federal contractors are not required to hire those referred, but must have affirmative action plans. Contractors with at least 50 employees and a contract of \$50,000 or more must have a written affirmative action plan. They must be able to show they have followed the plans and that they have not discriminated against veterans or other covered groups. They must also show that they have actively recruited targeted veterans and disseminated all promotion information internally regarding promotion activities.

Companies must file an annual VETS-100 report, which shows the number of targeted veterans in their work force by job category, hiring location, and number of new hires, including targeted veterans hired during the reporting period and the maximum number and minimum number of employees of such contractor during the period covered by the report. Instructions,

information and follow-up assistance is provided at VETS-100 Internet site at <http://vets100.gov> or employers may contact the VETS-100 Processing Center at (703) 461-2460 or e-mail at [helpdesk@vets100.com](mailto:helpdesk@vets100.com)

For help, the Department of Labor (DOL) also provides easy access to of information online through their Federal Contractor Compliance Advisor. The Advisor helps federal contractors and subcontractors understand basic coverage and compliance information on equal employment opportunity laws and regulations enforced by the Office of Federal Contract Compliance Programs (OFCCP). Employees, job applicants and others may also find this Advisor useful for learning about the basic obligations of federal contractors and subcontractors. The Federal Contractor Compliance Advisor is one of a series of *elaws* ([www.dol.gov/elaws](http://www.dol.gov/elaws)) Advisors that the Department of Labor (DOL) developed to help employers, job applicants and employees understand their rights and responsibilities under numerous federal employment laws. Each Advisor includes links to more detailed information that may be useful to the user, such as links to regulatory text, publications and organizations.

For information about how to list a job opening, contact the nearest State Job Service office listed in the telephone book.

For copies of Affirmative Action Obligations of Contractors and Subcontractors for Disabled Veterans and Veterans of the Vietnam Era, Rules and Regulations, contact:

Office of Federal Contract Compliance Programs  
Employment Standards Administration  
200 Constitution Ave., NW  
U.S. Department of Labor  
Washington, D.C. 20210

### Jeff Sachse — New NE Wisconsin Regional Labor Market Economist For Wisconsin's Office of Economic Advisors (OEA)

Jeff Sachse has recently re-joined the Office of Economic Advisors serving the NE Wisconsin area. Jeff Sachse is the OEA Labor Market Economist for the Fox Valley (includes Calumet, Fond du Lac, Green Lake, Outagamie, Waupaca, Waushara and Winnebago counties) and Green Bay (includes Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Shawano, and Sheboygan counties) area regions. Before taking a two-year sabbatical to teach at a university in upstate New York, Jeff was the regional economist for the Milwaukee-Waukesha region from 2001 to 2007. In addition, he is a member of the faculty of the Department of Political Science at UW-Oshkosh.

The Wisconsin Department of Workforce Development's Office of Economic Advisors (OEA) helps employers find and analyze information to support business planning at no cost. One of the more popular destinations on the OEA Website are the County Workforce Profiles, created by the labor market analysts and economists in which provide snapshots of the labor market in every Wisconsin county. Every profile includes analysis of the county's current

and projected population dynamics and their effect on the labor force, of the county's industries and employers, of occupational patterns within industries and average wages, and of total personal income. The OEA provides additional support and data through their products, including Affirmative Action data, economic indicators, wage surveys, employment by industry and Industry and Occupational Employment Projections. The Office of Economic Advisors assists economic data users to better understand the relationships between labor markets and other economic and demographic specifics. The Office helps users interpret labor force data and focus on the issues and trends influencing employment growth in the State of Wisconsin. OEA publishes monthly and annual reports that provide an overview of county and state trends.

Additional links to services and data available through OEA can be found at: <http://dwd.wisconsin.gov/oea/>

Jeff can be reached at 920-448-5268 at the Wisconsin Job Center in Green Bay or by e-mail: [Jeff.Sachse@dwd.wisconsin.gov](mailto:Jeff.Sachse@dwd.wisconsin.gov).

## It's not too early to start your 2010 summer hiring plans!

Many companies have started their summer hiring process and if you are looking at hiring seasonal workers, now is the time to start the recruitment process. Are you looking for specific schooling/education, timing that students are available to cover your needs, and will you have extra good applications in case you need find yourself shorthanded? There is only a small window of time for hiring quality seasonal workers, and you need to start sooner than later. It's never too soon to start your summer hiring process. Rather than wait until middle of May or early June, develop your summer recruitment strategy now. While late spring and early summer you will see many summer workers actively seeking work, many qualified workers will already have accepted offers made earlier in the year. At the same time your staff will be looking in their vacation schedules, putting additional time constrains on finding the top notch candidates. You don't want to be behind the curve when school let out and many applicants have already committed to other employers. Now is the time to look at what extra help, skills, schooling, etc. that your company will need to maintain your company's production requirements. It's important to target the workers you will need

and start recruiting while the pool of applicants is large so you can lock in talent you will need to fill your needs. Review your needs, recruiting time frame, interviewing/connecting with out of area students, time availability of students returning to the job market and plan to integrate them into your operation. Now is the time to set your recruiting schedule and pre-qualifying applicants for your expected positions. Be sure you have follow-up with those seasonal workers you want to return from the previous year/s and let them know you're interested in them coming back.

Once your needs have been determined, be sure you target where those candidates can be found. Whether you traditionally recruit your staff family members, specific school/s or printed/web media; now is the time to set your plan in motion. Be sure to let potential candidates know of position duties, responsibilities, work requirements and the schedules to be filled, etc. As in all hiring, let candidates know what your company has to offer including benefits, flexible scheduling, time frame you are seeking workers for, etc. to help reduce any potential turn over or other surprises when you least expect them.

## Work Experience Placements Benefit Employers During Slow Economic Recovery

Forward Service Corporation and other Job Center partnership agencies have noticed an increase in Work Experience placements at Area Green Bay Businesses. Employers are able to add additional service and staff coverage without incurring any labor or insurance costs.

Participants are eligible for work experience based on the individual agencies program guidelines. Programs offer 7 to 25 hours of work experience per week at for profit or non profit organizations. Placements can be any where from just a couple weeks to 3-6 months. Work experience placements can not cause a reduction of normally scheduled hours or the elimination of someone's job.

Job Center staff will work with the employer and the job seeker to find a placement that will meet the needs of the employer and the needs of the job seeker. The programs are structured in such a way that clear expectations are understood by the employer, participant, and the workforce agency. Employee handbook, worksite agreement, timesheets, and evaluations help document these activities.

The work experience employer will train, instruct, and monitor the participant just like they do their own employees. The Job Center staff person who arranges the work experience will manage the effectiveness of the overall program placement. The employer pays no wages and does not provide the Workers' Compensation Insurance. Both these items are covered by the work-

force agency's program benefits.

Employers have remarked that the quality of participants and their work have been good. This program also gives the employer the opportunity to train someone and have them contributing to the team, and ready to be hired, should the employer need to hire additional staff at a later time.

Participants have benefited by developing as a worker and demonstrating to employers that they have what it takes to be a quality paid employee. The confidence and sense of accomplishment from providing employers with real value helps make this a rewarding experience.

For more information on Work Experience programs or to be a Work Experience site employer, please contact:

John Holzberger,  
Forward Service Corp  
@ Wisconsin Job Center  
701 Cherry Street  
Green Bay, WI 54301

Phone: (920) 448-6737 Fax (920) 448-6765

E-mail: [jholzberger@fsc-corp.org](mailto:jholzberger@fsc-corp.org)