



Hickey Newsletter

EZ Electric

Volume 17, Issue 1

January 2012

“Welcome to 2012” by Tanya Martin

In just a few weeks, we will be mailing the 2011 W-2s to employee's home addresses. Please help us save time and money by ensuring that your current address is on file. If you have moved or are planning to move, please make sure you notify either Payroll or Human Resources of the change and remember to put in a change of address with the US Postal Service so your mail is automatically forwarded. You can also change your address online through the employee portal at www.ez-electric.com. Any W-2s returned to the office will be retained by Payroll and will be forwarded when a new address is received.

If you would like to make withholding changes to your 2012 payroll checks, please submit a new W-4 form to Payroll. The W-4 is the Employee's Withholding Allowance Certificate and can be downloaded from either the employee portal at www.ez-electric.com or from the IRS's website at www.irs.gov.

For those employees still on payroll checks, we encourage you to sign up for direct deposit. An enrollment form can be downloaded from the employee portal at www.ez-electric.com. Turn your completed form and a voided check to Payroll. Documentation can be faxed or emailed to Payroll.

For questions/comments/concerns regarding any of the above Payroll information or if you need assistance with the employee portal, please contact Tanya Martin-Johnson at:

Telephone: 916-218-3804

Fax: 916-218-3824

Email: tmartin@ez-electric.com

EZ Electric Celebrates



in Business in 2012

JANUARY 2012						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 1st
New Years Day

January 15th
Martin Luther King's
Birthday

Safety:

2012 Goal: 9 Injuries or less

Injuries to date: 0

Service Awards:

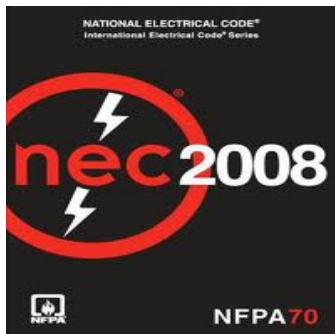
We extend our appreciation to Employees who are celebrating their service anniversaries in January.

Scott Reynolds	25 yrs.

We value your contributions and commitment to EZ Electric

EZ Electric Trainee Class

EZ Electric Trainee Class will begin again In February. The First Class will be held on February 11th at 7:00 am. Please bring a writing utensil, your Class 3 Book, and your 2008 Code Book.



Safety First

EZ Electric met its Safety Goal for 2011. Our Safety Goal for 2012 is to have 9 injuries or less. Due to everyone's effort our Workman's Compensation Experience Modifier has been reduced to a .95. Congratulations to all of you for making this happen.

Upcoming Events:

Jan 1 st	Holiday
Jan 2 nd	Pay Day
Jan 16 th	Martin Luther King's Birthday Celebrated
Jan 16 th	Pay Day
Jan 30 th	Pay Day