

COMPLETE PAYROLL & HR SOLUTIONS ▪ LOCALLY OWNED ▪ 98% CLIENT RETENTION

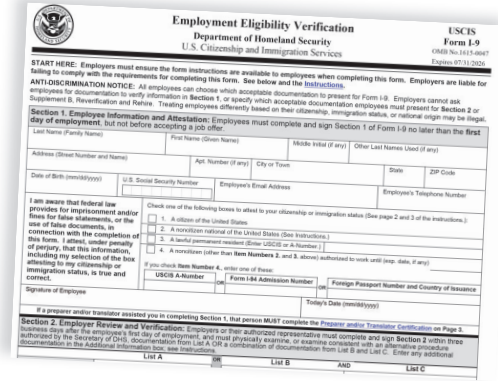
When you partner with Journey, you're working directly with me.

## JOURNEY TOGETHER TO REDUCE OFFICE CONFLICTS

As temperatures rise, sometimes temperaments around the office follow suit. For us, "Humanizing the Workplace" means creating a healthy culture that responds to ALL aspects of our humanity—the good AND the challenges.

Here are **4 Practical Tips** that can help:

- 1 Model Open Communication**  
Create a safe environment that encourages even difficult conversations.
- 2 Seek People Who Are Willing, Not Just Skilled**  
Hire for personality. If they fit your culture, you can teach the rest.
- 3 Embrace Individuality**  
Our differences add perspectives that improve our work holistically.
- 4 Invite Play / Have Fun**  
Studies show play enhances mental health, even if the work is serious.

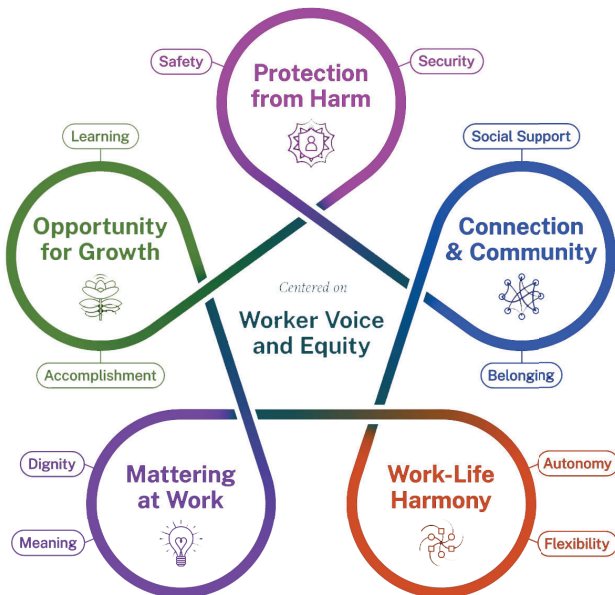


## NEW FORM I-9 RELEASED

U.S. Citizenship and Immigration Services (USCIS) released a new version of Form I-9 to verify the identity and employment authorization of employees and a new alternative procedure to the in-person physical document examination method.

Employers must transition to the new I-9 before October 31, 2023, and be enrolled in E-Verify to take part in the virtual document verification procedure.

MORE INFO AT: [www.uscis.gov/i-9](http://www.uscis.gov/i-9)



For another perspective, here's the U.S. Surgeon General's Framework for Workplace Mental Health and Well-Being.



[JourneyPayrollHR.com](http://JourneyPayrollHR.com)

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