



2nd Quarter 2021 Newsletter

We cannot believe we are almost halfway through June- this year is really flying by. We hope 2021 finds you well and thriving.

As we prepare for Quarterlies, we would like to take a moment to first, thank you for your business. Second, we would like to ask that you let us know of any business changes prior to June 25th. Quarterly Clients will need to submit salary amounts as soon as possible.

Thank you and it is our pleasure to serve you!
~ Holly, Shannon, and Jennie



OREGON'S MINIMUM WAGE RATES GO UP ON JULY 1 EACH YEAR THROUGH 2022.

Date	Amount
July 1, 2021	\$12.75

We understand that for small businesses, this can be challenging, but we want to be sure you are aware of this upcoming change, so you can adjust accordingly. Please follow the [link](#) for more details and let us know if you have any questions!

Did you know you can pay your invoice online?

Go to our website at <https://pacificpayroll.net/> and click on the "Pay Invoice" tab.



OREGON SAVES

All Oregon employers, with 5 or more employees, are now required to provide a retirement option. If you have 4 or fewer employees, you have until 2022 to comply, but we are happy to help you get started now. Oregon Saves is one of the options available. If you have not yet set up a retirement plan for your company, please reach out and we can connect you to resources or help walk you through how to set up Oregon Saves.

Upcoming Dates and Reminders

- **PACIFIC PAYROLL STAFF WILL BE OUT OF THE OFFICE JULY 2-4TH IN OBSERVANCE OF THE JULY 4TH HOLIDAY**
- **PLEASE HAVE ANY HOURS SUBMITTED BY JULY 1ST AT NOON FOR ANY 1ST-5TH PAYROLLS TO BE PROCESSED ON TIME**
- **PLEASE ALLOW 48 HOURS FOR ALL PAYROLL PROCESSING.**
 - **If you submit hours for your employees, please allow at least 2 business days for Direct Deposit payments**





Client Spotlight

We are so fortunate to provide payroll services for such a variety of companies and organizations. From Annual and Quarterly reports to weekly payrolls and business resources, it is truly our pleasure to work with you. We have been taking time each week to get to know our clients better, by spotlighting businesses across the state. Would you like to be in the spotlight? Feel free to reach out if you have an upcoming event, special deal to offer, or if you would like us to share more about your company on our [Facebook](#) page and [Website](#).

LEGAL SHIELD

Did you know we are partnering with Legal Shield to provide additional resources for our clients?

Running a business can be complicated. Adding employees to the mix can create additional complexity and raise a variety of potential legal issues. LegalShield is here to provide access to employment lawyers with years of experience helping small business owners navigate the complications of being an employer. Your Small Business Legal Plan can help with any business legal matter and provides access to legal consultation, document and contract review, debt collection letters, legal forms, and other features.

Visit <https://hhollyfisher.wearelegalshield.com/> to get started!

