

HireNow



Presenters



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Housekeeping Items

We will not be doing a live Q&A during this webinar.

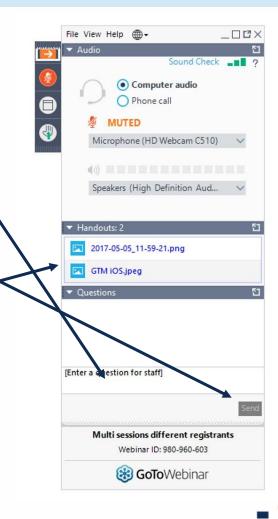
If you have questions you would like us to respond to after the webinar, you can submit them via the question pane.

Question pane: type your questions and comments into the window and click "Send".

A copy of the PowerPoint will be provided in the handout pane.

If you are having any technical issue during this presentation, please

e-mail srutkowski@aimnet.org





What is the HireNow grant?

HireNow provides funding to eligible Massachusetts employers who hire and retain Massachusetts residents.

Funding is awarded at a flat rate of \$4,000 for each eligible newly hired employee.

Employers may be approved for up to \$400,000 for 100 eligible newly hired employees.

Eligible hires are limited to employees hired between March 23, 2022, and December 31, 2022 who were retained for a minimum of 60 days.



Eligible Employers

Eligible employers include any for-profit or non-profit Massachusetts employer who is in good standing with the Commonwealth of Massachusetts (DOR and DUA).

Local, state, or federal government employers are not eligible to apply.

Eligible employers must have a Massachusetts business location. The employer must have a physical business location in Massachusetts, but the employer is not required to be headquartered in Massachusetts.



Eligible New Hires

Weekly hours:

Scheduled to work at least 30 hours weekly on an ongoing basis.

Minimum wages allowed:

- \$14.25 / hour for non-exempt (i.e., hourly) employees
- \$21,375 annually for exempt (i.e., salaried) employees.

Maximum wages allowed:

- \$42.50 / hour for non-exempt (i.e., hourly) employees.
- \$85,000 annually for exempt (i.e., salaried) employees.

Tipped Employees:

 Wages for eligible hires must be no less than \$6.15/hour for tipped employees.



Company Requirements



Eligible employers must provide a Primary Contact (W2 employee) of the employer applying for the grant.



If a grantee is selected for audit, the Primary Contact is expected to provide documentation, upon request, including, but not limited to personnel records, payroll records, banking information, tax records, or any other materials required to substantiate information submitted by a grantee.



Payment will only be made via EFT (electronic funds transfer).



Step-by-Step Process



Create your HireNow account.

2

Complete the Employer Registration process before the first eligible new hire has been on the job for 60 days. 3

Register eligible newly hired employees before 60 days on the job.



Confirm employee retention for each eligible new hire.





Application Process

Create your HireNow Account

Add the information below to the online form to create an account

- Employer legal name
- FEIN (Federal Employer Identification Number)
- Primary contact name, phone and email
- Industry
- Employer address, with City, State, ZIP code (must be in MA)
- Number of full-time and part-time employees in MA
- Estimate of the number of new hires you expect to make by December 31, 2022
- You will also be asked how grant funds may be used if approved (i.e. hiring bonus, on the job training, external training, increasing compensation, additional recruiting, or other uses).

To be completed as soon as possible to ensure you get all relevant communications including updates about funds running out

Employer Registration (completed once per employer)

Provide the information below in the HireNow portal to register the Employer:

- Employer's "Doing Business As" name(s) (if applicable)
- Upload a Certificate of Good Standing from the Massachusetts Department of Revenue that was issued within the past 6 months (request certificate)
- Employer DUNS number (if applicable)

Must be completed by the time <u>your first</u> eligible new hire has been on the job for <u>60 days</u> to qualify

Newly Hired Employees Registration (completed once per eligible newly hired employee)

Provide the information below to in the HireNow portal to register newly hired employees:

- Employee name
- Job title
- Work address
- Home address
- First day of employment
- Wages (hourly rate for "non-exempt workers" or annual salary for "exempt workers")
- Hours worked per week (average number of scheduled hours)
- Employee demographic data (Gender, Ethnicity, & Race)

Must be completed by the time <u>each</u> eligible new hire has been on the job for <u>60 days</u> to qualify

Confirm Employee Retention (completed once per eligible newly hired employee)

60 days after a registered employee's first day of employment you will be prompted to confirm the employee retained employment. Doing so will result in grant approval and trigger the payment process.

- Indicate if the employee retained employment or is no longer employed
- Afterwards you will receive a grant contract to E-sign, agreeing to terms.
- Finally, you will be prompted to provide banking information via a secure online interface in order to receive payment

Must be completed by the time <u>each</u> eligible new hire has been on the job for <u>120 days</u> to qualify





Examples of How Funds May be Used

Onboarding Recruiting Benefits Training Compensation Developing an Developing a Paying for Conducting Developing a onboarding recruiter fees training that will hiring incentive tuition and job posting be beneficial to reimbursement program program the new hire fees program to upskill employees.



Resources

- Commonwealth Corp HireNow Guidelines
- Mass.gov/hirenow
- AIM HR Solutions Training Catalog
- Request a certificate of good standing

For more information on the grant and how AIM HR Solutions can help, please contact Kelly McInnis, kmcinnis@AIMHRSolutions.com.



AIM Membership

Introductory Limited Level

New, limited membership level for 1st time members. Resources

- HR Hotline Access limited to ten Hotline calls
- Newsletters: Biz Weekly, HR Edge
- Member Only Blog Content
- Webinars: Free or member pricing
- Events: Free or member pricing
- COVID-19 Content and Resources (Webinars/Blogs)

Learn more about program benefits by

visiting: https://aimnet.org/introductory-limited-

membership/

Corporate Level Membership

- Hotline Access unlimited number of calls to HR Hotline
- Newsletters: Biz Weekly, HR Edge
- Member Only Blog Content
- Webinars: Free or member pricing
- Events: Free or member pricing
- COVID-19 Content and Resources (Webinars/Blogs/Website)
- Employment Law Reference Guide
- Policy Committee & Roster Eligibility

Members - Review your membership benefits at https://aimnet.org/membership/



Upcoming Events

April 12
Commonwealth
Conversation

Commonwealth Conversation with Bruce Mehlman

April 26 Trade Talks Beyond Supply Chains: Forging Ahead in Global Business

May 06
Annual Meeting

2022 Annual Meeting

