

ARE YOU READY FOR WAGE & HOUR COMPLIANCE AUDITORS?

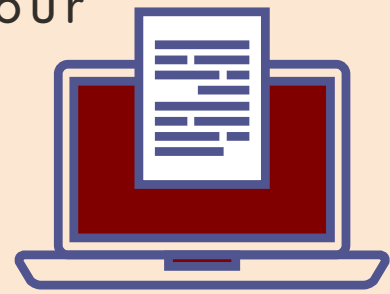


If your answer to ANY of the following 12 questions is "NO," your company may be at risk in a key area of regulatory enforcement.

1 Are your non-exempt employees paid the applicable minimum wage rate?

2 Are you in compliance with all Federal government contractor or subcontractor wage and hour requirements?

3 Do you have updated written job descriptions for each job classification?



4 Do all exempt employees meet the duties test for bona fide Executive, Administrative, Professional, Computer-related, or Outside Sales employees?

5 Do you request and maintain written authorization for all deductions you take from employee wages?



6 Do you calculate minimum wage and overtime pay for your salaried employees?

7 Do you use a DOL/WHD-approved method to calculate overtime?

(e.g., hourly rate, piece rate, salary with fixed work week, or salary with fluctuating work week)

8 When using the hourly rate overtime calculation, do you calculate "regular rate"?

Regular rate includes all compensation earned: hourly wage, differentials, premiums, commissions, or product-based bonuses.



9 Does your business have a work week, which is designated in writing?

10 Do you have an accurate, retainable timekeeping system capable of producing records?

11 Do you have time records for non-exempt employees detailing ALL of the following:

- Actual starting/quitting time of each workday
- Starting/ending times and lengths of unpaid breaks during workday
- Actual straight time hours worked during work week
- Any paid leaves of absence taken during work week



12 Do you refrain from keeping time records for "exempt employees" (for any reason)?

