

Wage and Hour Checklist

| Daily | Per Pay Period | Monthly | Quarterly |
|---|---|---|--|
| | | Scheduled date each month: | Scheduled date each quarter: |
| Start and end times each day. | Overtime hours worked (over 8/workday; over 40/work week; 7th day/workweek) | New hires enrolled in training: HPT/Safety | Audit for Meal Waivers on File |
| First meal period before 4 hours and 59 minutes from start time | Doubletime hours worked (over 12/workday; after 8 hours on 7th day/workweek) | Double check wage & hour policies-mileage, travel, training, overtime . Do they need updating | Employee Exempt Classification Correct? Review job duties and current salary |
| If worked more than 10 hours, second meal period before 9 hours and 59 minutes into shift (may deduct first meal period in calculating hours worked, if not waived) | Employee acknowledgement that they were provided all required meal breaks and rest periods | Check time records against attendance policy | Employee pay rates still valid -any local minimum wage changes or promotions? |
| Meal Premium owed because meal period started late, was too short or interrupted, or was missed. | Travel time to and from the "Home" location to a worksite | Meal Period Deviation frequency. Ensure not happening regularly | Paychecks delivered on time. Pay missed time owed. |
| Meal Premium <u>not</u> owed (ee's choice to <u>start late</u>) Substantiation attached. | Overtime policy reviewed with employees as needed | | Redistribute applicable policies to all hourly employees if there have been changes. Have them sign off. |
| No Meal/working 6 hours. Meal Waiver on file | Leave time notated (e.g., sick, holiday, personal, vacation, W/C). Required documentation received. | | Confirm no changes in remote workers' home address to ensure compliance with local ordinance. |
| Check for active and terminated employees to ensure proper payment of both. Do you need to place on leave or process termination? | If employee is out for longer than three days, is there an applicable leave? | | Confirm employees do not have benefit changes (birth of child, etc) that affect benefit deductions |

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|-------|--|---------|--|
| | On-call hours worked/agreement on file | | Confirm employees are up to date on trainings? |
| | Split-shift permium, if applicable | | Verify Emergency contact info? |
| | Shift differential, if applicable | | |
| | Regular Rate of Pay calculation owed | | |
| | Different pay rate due to Training/Meeting | | |
| | Reimburse for submitted expenses | | |
| | Commissions computed and added to paycheck | | |
| | Timecard signed by Employee and Supervisor | | |
| | Correct missing entries/punches | | |