


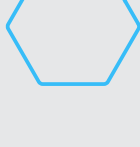





Small Business HR Compliance Checkup



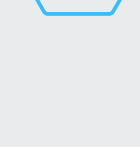
Immunize your company against compliance violations.

1. Hiring

-  Follow state laws on questions regarding previous salary or criminal record
-  Don't ask about marital status, religion, sexual preference or citizenship (it's okay to ask if applicant can legally work in the US)
-  Be aware that asking adult candidates their birthdate, age, or year of graduation could put you at risk of an age discrimination challenge
-  Keep all applications and interview evaluations to document reasons for hiring or rejecting in case of an EEOC investigation





 **Protect your company with an applicant tracking system that allows you to create custom, compliant questionnaires and interview scripts while maintaining audit-ready hiring documentation.**

2. Employee Onboarding and HR Management

-  Obtain signed I9 and tax forms before new hire starts working
-  Follow privacy laws for personnel files
-  Keep your employee handbook and workplace posters up to date


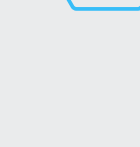
 **Protect your company with a secure digital HR system that simplifies handbook updates and ensures you never lose an I9, W4 or other critical paperwork.**


3. Payroll, Timekeeping and Leave Management

-  Track all time for onsite and remote employees and don't allow off-the-clock work
-  Pay overtime to non-exempt employees
-  Track FMLA, COVID leave and PTO separately and accurately
-  Pay at or above the legal minimum wage



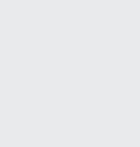
 **Protect your company with an automated timekeeping system configured for legal attendance policies, FMLA and COVID leave, and compliant shift schedules.**


4. Employee Classification

-  Ensure exempt employees meet duties test
-  Ensure independent contractors meet duties test

 **Protect your company with a unified HR system that tracks employee classifications.**

5. Recordkeeping

-  Keep For 4 years: Employment tax records
-  Keep For 3 Years: Payroll records, union contracts
-  Keep For 2 Years: Timesheets, piecework records, wage rate tables, work schedules, and record of additions to or deductions from paychecks

 **Protect your company with a unified HR system that automatically retains audit-ready payroll and HR records.**

You Got This!

WorkforceHub HRMS can help your company maintain a clean bill of health when it comes to HR compliance. [Visit **workforcehub.com** to learn more.](https://workforcehub.com)