

Wage and Hour Administration

LENGTH: 1 day

Course Outline

- Except and non-exempt worker classes
 - Definition of each and how to determine
 - Roll overs, cashing out, and legal ramifications
 - Laws on granting time off
 - Paid leaves and unpaid leaves
 - Non-exempt
 - Timekeeping and pay
 - Time-clocks and policies
 - CA overtime law
 - Mandating overtime
 - Preventing misclassification
 - Contract workers
 - Minimum wage
 - Tips and Gratuities
 - Payroll administration
 - Obligations
 - Penalties
 - Discharged employees
 - Exempt workers
 - Pay and hours
 - Deductions
 - Paycheck
 - FICA
 - SDI
 - Employer mandated deductions
 - Garnishments
 - Breaks and lunches
 - Penalties
 - Benefits administration
 - Vacation/sick versus PTO
 - Commodity value of time off
-