



H.R. UPDATE

September 2016



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Accurate Paystubs

Review your paystubs before the California Labor Commissioner does. Be sure the 9 items listed are on your paystub. The employer not the payroll company will be liable if the pay check is not compliant. Fines are based on each item missing and penalties apply for any back pay.

A paycheck stub must list:

1. Gross wages earned;
2. Total hours worked by the employee (unless exempt);
3. All deductions, provided that all deductions made on written orders of the employee may be aggregated and shown as one item;
4. Net wages earned;
5. The inclusive dates of the period for which the employee is paid;
6. The name of the employee and the last four digits of his or her social security number or an employee identification number other than a social security number;
7. The name and address of the legal entity that is the employer;
8. Applicable hourly rates in effect during the pay period and the corresponding number of hours worked at each hourly rate by the employee; and
9. Accrued paid sick time.

TO DO: Review your pay stubs to ensure you are including all of the required items. Contact your HR Alternatives consultant if you have questions.

Reporting Time Pay

If an employee reports to work as scheduled but is not put to work or works half of the hours he or she was scheduled for or usually worked, an employer must pay reporting time pay. You must pay the employee for at least half of the hours scheduled or usually worked but not less than two hours of pay and not more than four hours of reporting time pay.

Scheduled Hours	Hours of Reporting Time Pay Owed
10	4
9	4
8	4
7	3.5
6	3
5	2.5
4	2

TO DO: Review your Reporting Time Pay Practices. Contact your HR Alternatives consultant if you have questions.

Voting Leave

If an employee cannot make sufficient time outside of working hours to vote in a statewide election, he/she can take off up to two hours of working time to vote without loss of pay. This requirement applies to all employers, regardless of size. This time must be used at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from working, unless otherwise mutually agreed upon. The employee must notify you at least two working days in advance to arrange a voting time. You must post the voting leave requirements in a conspicuous place at least 10 days before every statewide election.

TO DO: Contact your HR Alternatives consultant if you have questions.

As the primary HR Consulting firm for small and mid-sized employers throughout Southern California our goal is to support the growth of your business and navigate the challenges that can prevent you from accomplishing your objectives. HR Alternatives has been solving workplace issues since 1993.