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CALIFORNIA PAYROLL COMPLIANCE CHECKLIST

California payroll has extra rules. Make sure the details don't get missed.

- ◯ **VERIFY EMPLOYEE CLASSIFICATION**
  Confirm employees are correctly classified as exempt or non-exempt and as employees rather than independent contractors.
- ◯ **CHECK CURRENT MINIMUM WAGE REQUIREMENTS**
  Check your city, region, and California. Keep in mind that if your office is in one city and your employees work in another, follow the place-of-work minimum wage laws.
- ◯ **REVIEW OVERTIME CALCULATIONS**
  Confirm daily, weekly, and double-time overtime rules are being applied correctly, in addition to "penalty" premium pay for working past required lunch time.
- ◯ **WORK WEEK VS. PAY PERIOD**
  Understand how overtime applies to a work week, even if the payroll pay period cuts off during that time.
- ◯ **CONFIRM MEAL AND REST BREAK COMPLIANCE**
  Make sure required meal and rest periods are provided and any applicable premium pay is paid when earned if an employee works past required lunch break time.
- ◯ **REVIEW CALIFORNIA AND CITY PAID SICK LEAVE**
  Confirm employees are receiving sick leave according to current state and applicable local requirements.
- ◯ **VERIFY PAYROLL DEDUCTIONS**
  Make sure deductions are authorized and comply with California rules.
- ◯ **CHECK WAGE STATEMENT REQUIREMENTS**
  Confirm pay stubs include required information such as hours, rates of pay, gross wages, deductions, and net wages.
- ◯ **CONFIRM PAYROLL TAX WITHHOLDING AND REPORTING**
  Make sure applicable California payroll taxes are being withheld, reported, and paid correctly.
- ◯ **REVIEW PAY FREQUENCY AND PAYDAY REQUIREMENTS**
  Confirm employees are being paid on time according to California payday rules.

THE RESULT:

Better payroll practices, fewer compliance issues, and more confidence every payday.

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