

PAGA Quick Check

Now that we've covered the key risk areas, how confident are you in your current practices?

	Yes	No	Not Sure
Do you know whether all hours worked are being recorded and paid?	☐	☐	☐
Do you know whether employees ever work before clocking in or after clocking out?	☐	☐	☐
Do you know whether meal periods are being provided and recorded correctly?	☐	☐	☐
Do you know whether rest periods are being provided as required?	☐	☐	☐
Do you know whether overtime and double-time calculations are accurate?	☐	☐	☐
Do you know whether required travel time is being properly paid?	☐	☐	☐
Do you know whether pre-shift activities, jobsite preparation, loading, meetings, and training time are being recorded?	☐	☐	☐
Do you know whether wage statements are accurate and complete?	☐	☐	☐
Do you know whether final wages are being paid correctly and on time?	☐	☐	☐
Do you know whether employees are properly classified as exempt, nonexempt, or independent contractors?	☐	☐	☐
Do you know whether your actual practices match your written policies?	☐	☐	☐
Do you know whether supervisors are properly trained on wage-and-hour requirements?	☐	☐	☐
Do you know whether your company regularly reviews its payroll and timekeeping practices?	☐	☐	☐
Do you know whether your company could quickly produce accurate payroll and timekeeping records if requested?	☐	☐	☐
Do you know whether your company has taken reasonable steps to identify and correct wage-and-hour issues?	☐	☐	☐

Quick Reflection

Which question were you least confident answering?

What is one area you would like to know more about?
