



Wage & Hour Compliance Checklist (HR)

Overtime Eligibility

Verify employee classifications (exempt vs. non-exempt) and ensure accurate overtime calculations.

Employee Job Title

- ☐ Executive
- ☐ Manager
- ☐ Professional
- ☐ Administrative
- ☐ Technical
- ☐ Other

Primary Job Duties - Main Focus

- ☐ Management/Supervision
- ☐ Complex Decision Making
- ☐ Customized Work
- ☐ Independent Judgment
- ☐ Other

Salary (Annual)