

# Small Business Compliance Checklist

There are a lot of compliance laws to be aware of as an employer. You may not know how to start learning about employment laws. Below are some of the most important laws for small business owners to stay up to date on. Use this checklist to see how many you're in compliance with.

---

## Wage Payment Laws

- The Fair Labor Standards Act (FLSA)
  - Minimum Wage - The minimum amount you can pay employees.
  - Overtime - 1.5 times normal pay for work over 40 hours in a week.
  - Travel Time - Whether employees must be paid for travel to and from work.
- State Wage Payment Laws
  - Pay Periods - Determines how often you must pay employees.
  - Final Pay - What you need to pay employees after termination.
  - Pay Methods - What types of pay are required to be offered.

## Anti-Discrimination

- Americans with Disabilities Act (ADA)- Prevents discrimination against individuals with disabilities.
- Civil Rights Act - Prevents discrimination based on sex, race, color, religion, or national origin.
- Age Discrimination in Employment Act (ADEA) - Prevents discrimination based on an employee's age.
- Equal Pay Act (EPA) - Requires equal pay regardless of sex.
- Pregnancy Discrimination Act (PDA) - Prevents discrimination against employees who are pregnant or plan to be pregnant.
- Uniformed Services Employment and Reemployment Rights Act (USERRA) - Protects military service members' jobs while in service.



## Benefits

- Health Insurance
  - ACA Compliance - Health insurance requirements from the Affordable Care Act (ACA).
  - COBRA - If you have more than 20 employees, you are required to offer health insurance up to 18 months after an employee ceases employment.
- Family Medical Leave Act (FMLA) - Requires employers to offer reasonable unpaid leave for certain family or medical reasons.
- State Paid Leave - Certain states require paid leave for a variety of reasons at different lengths.

## Hiring

- EEOC Hiring Laws - EEOC guidelines apply at different levels based on how many employees you have.
- Form I-9 - All employees are required to fill out a Form I-9 at the start of employment.

## Recordkeeping

- FLSA Payroll Records - Payroll records are required to be kept on hand for a minimum of 3 years.

---

These aren't all the employment laws that can affect your business, but this is a good place to get started. If you have questions about any of these laws, reach out to Helpside at [service@helpside.com](mailto:service@helpside.com) to speak with one of our employment law experts.