

Are you ready for the new DOL overtime regulations?

Be sure with our readiness checklist.

On May 18, 2016, the U.S. Department of Labor published its final rule updating overtime regulations. Effective as of December 1, 2016, the new rule is expected to extend overtime pay protections to more than 4 million Americans not currently eligible under federal law. Make sure your organization is ready to comply with the new regulations by following this comprehensive readiness checklist:

- 1 Have you identified your organization's group(s) of workers affected by this change?
- 2 Have you reviewed your compensation strategy for how these groups will be paid in the future (bonuses, accruals, and other benefits)?
- 3 Have you performed a cost analysis (base wages and anticipated overtime vs. fully loaded costs of additional FTE)?
- 4 Does your existing timekeeping system have the capacity to track the affected worker groups?
- 5 Are you able to monitor and track hours worked, and receive alerts when workers approach hour thresholds?
- 6 Will you need alternative methods for time tracking such as mobile?
- 7 Have you determined the potential impact on staffing and scheduling?
- 8 Will you need to implement new shifts to help control costs while maintaining coverage?
- 9 Do you have adequate visibility into labor KPIs to enable timely decision making?
- 10 Do you have change management and communication plans in place to support this transition?

For more information on ways to stay compliant with the new overtime regulations, visit [kronos.com/compliance](https://www.kronos.com/compliance).