

## ✓ PAGA PREVENTION CHECKLIST

1. Do your paystubs accurately list all of the following information?
  - a. Gross wages earned;
  - b. Total hours worked (except salaried exempt employees);
  - c. Piece rate units and rate, if applicable;
  - d. All deductions, including taxes, disability insurance, and health and welfare payments (deductions ordered by the employee may be aggregated and shown as one item);
  - e. Net wages earned;
  - f. The inclusive dates of the pay period;
  - g. The name of the employee along with his or her social security number (last four digits only) or an employee identification number;
  - h. The name and address of the legal employing entity; and
  - i. All applicable hourly rates in effect during the pay period and the corresponding number of hours worked at each hourly rate by the employee.
  - j. Amount of available paid sick leave
2. Do you reimburse employees for the following (if used to in connection with work)?
  - a. Mileage
  - b. Cell-phone, internet, and home office supplies
  - c. Special equipment or tools (e.g., close-toed shoes, safety glasses)
3. Do you provide duty free, and un-interrupted, meal breaks in accordance with California law?
  - a. If no, do you pay the required meal premiums?
4. Do you provide duty free, and un-interrupted, rest breaks in accordance with California law?
  - a. If no, do you pay the required meal premiums?
5. Do your employees record every minute of worktime in your timekeeping system, including time worked outside of scheduled shifts and/or at home?
6. Does your timekeeping system round employees' time?
  - a. If yes, is the rounding-policy neutral?
7. Do you pay terminating or quitting employees their wages on time given the circumstances of the separation?
8. Do you pay all accrued vacation time as part of final wages?
9. Do you retroactively "true-up" your employees' overtime pay to include commissions and bonuses?
10. Do you issue timely paychecks?
11. Do you make unlawful deductions from employee pay?

**TOM MANZO**

Email: [tommanzo@cabia.org](mailto:tommanzo@cabia.org)

Telephone 818-823-7611

Fax (818) 492-3530