



# 1 Month to FLSA Compliance

**The deadline for FLSA compliance is quickly approaching!  
Follow the steps below to ensure you are ready.**

**Questions? Call us at 866-HR-HOTLINE (866.474.6854) or email [infonow@mranet.org](mailto:infonow@mranet.org)**

- 1 Update job descriptions to make sure position requirements are correct.
- 2 Finalize strategy for handling positions with exempt status changes.
- 3 Meet with managers and payroll to review the changes taking place.
- 4 Confirm compensation and benefit impact of changes.
- 5 Communicate impending changes to employees.
- 6 Provide training to managers and employees impacted by the changes to review wage and hour ground rules.

## Effective date is January 1, 2020