

# Every business has HR questions. ADP<sup>®</sup> has answers.



A more human resource.™

With ADP, you get much more than just payroll. You can tap into one of our most valued resources – **ADP's HR HelpDesk**. Our team of human resources (HR) professionals provides best-practice information on HR, employment, and compliance issues that all business owners face.

Take a look at the top 10 most common topics our HR HelpDesk team addresses. Do any of the questions sound familiar?



**TOPIC:**  
**Wage and Hour**

**FAQ:** If employees are paid a salary and their job title is manager, what resources can help me determine if they are exempt from overtime pay?



**TOPIC:**  
**Separation of Employment and Termination**

**FAQ:** Can I withhold an employee's final pay until he or she returns company property?



**TOPIC:**  
**Benefits and Leave**

**FAQ:** I have an employee who needs to take maternity leave. What laws apply to this type of leave, and will I need to keep her job open while she is out?



**TOPIC:**  
**Recruitment, Hiring and Selection**

**FAQ:** We would like to state that we only hire U.S. citizens and those who already have existing authorization to work in the U.S. Is this OK?



**TOPIC:**  
**Employee Handbook and Policies**

**FAQ:** I don't have a formal employee handbook but have a paid time off (PTO) policy. We'd like to reduce the maximum number of PTO days from 20 to 10 days. Is there anything we need to consider? How should we communicate such a change to our employees?



**TOPIC:**  
**Paid Time Off**

**FAQ:** I don't allow employees to use vacation days as sick days, but I am considering changing this. Is there a law requiring me to allow employees to use their vacation days as sick days?



**TOPIC:**  
**Health and Safety**

**FAQ:** My employees work at many locations and job sites. It is OK to put the OSHA poster only at our central office?



**TOPIC:**  
**State HR Requirements**

**FAQ:** In California, are small businesses mandated to pay overtime that was not approved in advance?



**TOPIC:**  
**Performance Management**

**FAQ:** I have a difficult employee with a history of bad performance that I haven't documented. What should I consider before disciplining or terminating him?



**TOPIC:**  
**The Fair Labor Standards Act (FLSA)**

**FAQ:** When do we have to provide breaks, including meal breaks?

Don't take chances when it comes to compliance. VMS and the ADP HR HelpDesk team are there every step of the way to answer your day-to-day questions and to help you understand how changing regulations can affect your business.

**To learn more, contact your VMS representative today.**