



DOL IMPLEMENTATION SERVICES CHECKLIST

In preparation for the implementation of the new DOL rules, Vantage recommends that employers perform the following tasks to ensure compliance while mitigating the impact of the new rules on your organization. While extensive, this list is not exhaustive and the specific activities you should perform will depend on the circumstances of your organization. For assistance, please contact us.

- ✓ Review classification status for all employees
- ✓ Review compensation plans and budget
- ✓ Review overtime burden
- ✓ Review headcount flexibility
- ✓ Review labor costs
- ✓ Conduct job analysis
- ✓ Review job descriptions
- ✓ Rewrite or create job descriptions
- ✓ Conduct classification analysis
- ✓ Assess job duties under FLSA 'duties test'
- ✓ Determine accuracy of classifications
- ✓ Recommend modifications to classifications
- ✓ Assess financial impact of recommended classifications
- ✓ Review organization charts of impacted functions
- ✓ Determine need for reorganization
- ✓ Determine headcount options
- ✓ Update all compensation plans
- ✓ Review and update all benefit plans
- ✓ Address salary compression and redlining issues
- ✓ Ensure internal equity after any salary adjustments
- ✓ Develop change management approach
- ✓ Develop communication plan
- ✓ Communicate new classifications to impacted employees
- ✓ Conduct manager training on scheduling and other operational matters
- ✓ Update HR and Payroll Systems
- ✓ Identify other impacted systems and integration needs
- ✓ Configure new pay codes, work rules, employee status
- ✓ Update vendor reporting
- ✓ Parallel test new data across all pay elements
- ✓ Update company policies and standard operating procedures
- ✓ Train on new system requirements
- ✓ Assess recruiting impact
- ✓ Review affirmative action plans
- ✓ Assess impact to union contracts