



# DO YOU ~~KEEP I-9~~ FORMS IN EMPLOYEE FILES?

For Small Business (under 50 employees) the investment to conduct an HR audit is very small compared with the potential risk companies take from lawsuits, noncompliance penalties, and failed business strategies. A \$23.00 - \$25.00 per employee investment could prevent a penalty of \$110 - \$935 per employee. Investigations by government agencies are conducted for a number of reasons, all having to do with enforcement of the laws and ensuring an employer's compliance.

Nearly every federal employment law, from the Fair Labor Standards Act (FLSA) to Title VII of the Civil Rights Act, requires employers to maintain records. The recordkeeping requirements vary from law to law and are often unfamiliar to small business owners and managers who are focused on operating their business. HBL Resources ensures small businesses have the recordkeeping expertise to ensure legal compliance. Our Small Business HR Recordkeeping Audit reduces risk of penalties by ensuring your business is informed and in compliance with federal, state and local employment recordkeeping requirements such as:

## All Employers

- Employment Law Posters
- Legally Compliant Job postings
- Hiring records & Job applications
- Personnel file contents
- Drug/alcohol testing process (if applicable)
- Records related to health and benefits

## 1+ Employee

Fair Labor Standards Act (FLSA) & Fair Labor Standards Act (FLSA) for Tipped Employees  
Immigration Reform & Control Act (IRCA) and I-9 verification of authorization to work  
Equal Pay Act (EPA)  
Uniform Guidelines for Employment Selection Procedures (UGESP)  
Fair Credit Reporting Act (FCRA) (if applicable to your organization)  
Health Insurance Portability and Accountability Act (HIPAA)  
Occupational Safety and Health Act (OSHA)

## 11+ Employees

Recordkeeping, the Occupational Safety and Health Act (OSHA)

## 15+ Employees

American with Disabilities Act (ADA)  
Genetic Information Nondiscrimination Act (GINA)  
Title VII, Civil Rights Act of 1964

## 20-49 Employees

Age Discrimination in Employment Act (ADEA)  
Consolidated Omnibus Budget Reconciliation Act (COBRA)

Payroll Audits, HR Recordkeeping and Full Compliance Audits for employers with 50+ Employees also available (call for pricing).