

Paid Leave Laws: Questions for Your Payroll Provider

Compliance & Legal Expertise:

- 1. How do you stay updated on changes in state and federal paid/unpaid leave laws, including Prop A?**
 - This ensures they have a proactive approach to regulatory updates
- 2. What experience have you had in navigating leave law compliance?**
 - Ensures the provider has expertise or experience in managing leave laws
- 3. What proactive guidance do you provide on compliance changes?**
 - Determines if they take an advisory role or if compliance monitoring falls on your company
- 4. How do you handle discrepancies in leave accrual calculations or errors in leave payments?**
 - Understanding their resolution process can prevent costly compliance issues
- 5. How do you monitor/audit to ensure leave accruals and payments have been processed properly?**
 - Avoids payroll errors that could lead to compliance issues
- 6. Do you have a legal or compliance team available to address regulatory concerns?**
 - Ensures you have access to expertise beyond standard payroll processing

System Capabilities & Automation:

- 1. Can your payroll system automatically apply paid leave rules based on Missouri's Prop A requirements?**
 - This highlights whether their system is built to handle state-specific regulations
- 2. Can your system track accruals for different groups of employees (hourly, executive, exempt, non-exempt, sales, union, non-union, etc.)?**
 - Ensures flexibility in managing leave across the organization
- 3. Explain how your software integrates with our existing HR and time-tracking systems for seamless leave management for FMLA, vacation/PTO, sick, etc., as well as leave requirements in multiple states?**
 - Reduces administrative burdens, ensures accuracy and flexibility if your business expands
- 4. Can employees access and track their own leave balances through a self-service portal?**
 - Improves transparency and reduces HR workload



Audits, Record-Keeping & Reporting:

- 1. What kind of support do you provide in case of a state or federal compliance review?**
 - Understands their role in helping your company navigate potential audits
- 2. How long do you retain paid leave records, and can we easily retrieve them if needed for compliance purposes?**
 - Ensures proper documentation for audits and legal disputes
- 3. Can your system generate real-time compliance reports to show leave balances, usage, and liabilities?**
 - Helps your HR team track compliance effectively

Employee & Payroll Processing Impact:

- 1. What training or resources do you offer to help our HR team and managers understand leave compliance best practices?**
 - A value-add service that can improve internal understanding of leave laws
- 2. How do you handle payment of accrued leave when an employee takes off?**
 - Ensure accurate and timely payments
- 3. Can you assist with the reporting requirements for paid leave (if necessary)?**
 - Ensures your meeting your reporting obligations
- 4. What would be the ROI on purchasing their leave management module?**
 - Comment: _____

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