

Staffing Agency Compliance Audit

› *Ensure compliance and reduce the risk of litigation*

Since the recession, the number of temporary workers has **increased by 50%**. In fact, there are now nearly 2.9 million temporary agency workers in the workforce. Recent high-profile litigation involving compensation practices for temporary workers has put a spotlight on the risks involved in improperly managing staffing agency employees.

Compliance with the Immigration and Nationality Act (INA), the Fair Labor Standards Act (FLSA), and specific contractual obligations is critical to reducing your company's risk of violations and lawsuits. Our **Staffing Agency Compliance Audit** provides you with an impartial, in-depth review that will help keep you in compliance ... and out of court.

Our audit covers:

Immigration and Nationality Act Compliance

- › Ensure compliance with federal and state requirements with our thorough, 14-step audit process
- › Confirm that your current temporary agency workers have the proper employment authorization and have provided acceptable documentation
- › Verify that there has been no unlawful discrimination in hiring your temporary workers
- › Ensure proper retention of related forms and documents.

Fair Labor Standards Act Compliance

- › Ensure your company is in compliance with regard to classifying employees; paying for and recording time worked; federal and state requirements for minimum wage, deductions, and pay frequency; management of time off and leave policies; and wage and hour regulations pertaining to child labor and state and local government employees
- › Confirm accurate reporting of clocked and off-the-clock hours
- › Verify that your recordkeeping is accurate, including retention of employee data, hours worked and wages earned.



Staffing Agency Compliance Audit (cont.)

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Contract Compliance

We'll perform an audit to check that your staffing agency is in compliance with your contract agreement. Areas we will review include: pre-employment screening, training, personal protective equipment, and drug and alcohol testing. We'll also audit your invoices to make sure they are in compliance with your agreed-upon wages or markup.

Why Is Compliance Critical?

- › Liability for violating employment laws does not stop at the temp agency. There is a high likelihood that your organization would be named as a defendant in a wage and hour lawsuit.
- › In recent years, there have been numerous high-profile class action lawsuits in which the host companies were sued for tens or even hundreds of millions of dollars due to issues arising from their staffing agencies.
- › In 2012, the Wage and Hour Division of the U.S. Department of Labor collected a record \$280 million from employers for Fair Labor Standards Act violations.
- › Immigration and Customs Enforcement (ICE) conducted more than 3,000 Form I-9 audits in fiscal year 2013, collecting more than \$15 million in fines.

Why J. J. Keller?

We have over 60 years of experience helping organizations improve compliance. Each month, our team of regulatory experts:

- › Researches and monitors federal and state employment law
- › Writes and publishes HR whitepapers, newsletters, and manuals
- › Answers hundreds of HR compliance questions from customers
- › Contributes articles on HR topics to magazines and newspapers.

As industry leaders in compliance, we even design and produce our own line of employment law posters. Plus, in addition to the Staffing Agency Compliance Audit, we also offer an I-9 Compliance Assessment, a Wage & Hour Compliance Assessment, an FMLA Consulting Service, and HR Policy Development.

Take a proactive approach to staffing-agency employment law compliance.

Contact us today for a no-obligation discussion.

888.473.4638

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Our expertise.
Your advantage.

