

Part 1: Basic Salary Review

- [Salary Survey Request Form](#)
- [Overtime Exemption Duties Test](#)

Part 2: Salary/Payroll Changes

- [Personnel Action Form](#)
- [Payroll Deduction Authorization](#)
- [Equipment Deduction Form](#)

Part 3: PTO & Scheduling

- [Paid Time Off Request Form](#)
- [PTO Policy Creation Worksheet](#)
- [Paid Time Off & Flexible Scheduling Toolkit](#)

Part 4: FMLA Leave

- [FMLA Job Aid](#)
- [FMLA Fact Sheet](#)
- [FMLA Opt-In Agreement](#)
- [FMLA Employee Request Form](#)

Part 5: ADA & Workers' Compensation Leaves

- [ADA Fact Sheet](#)
- [Workers' Compensation Fact Sheet](#)

Part 6: Additional Misc. Leave Types

- [Vacation Leave Laws by State](#)
- [Employee Leave Laws by State](#)
- [Voting Leave Laws by State](#)

Additional Resources:

- [Job Aid – Employee Records Retention](#)
 - [Webinar – Paid Time Off Best Practices](#)
 - [Webinar – Paying Employees Correctly](#)
 - [Webinar – Total Rewards for Small Business](#)
 - [Webinar – Understanding FMLA](#)
-
- 