



## HRTrain

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## Getting Started

*A note about privacy: In order for us to generate compliant Wage Notices, we need you to send us information about your organization and your employees. We understand that the confidentiality and security of your information is important to you. It's important to us as well. That's why we do not and will not sell email lists. We maintain firewalls to protect access to our systems. All of our employees sign strict confidentiality polices and are trained on the importance of maintaining the confidentiality of your information. We have been in business since 1996 and have never breached the privacy or confidentiality of any of our clients.*

HRTrain has automated the Wage Notice process to ease employers' annual compliance burdens under the Wage Theft Prevention Act. Our Wage Notice Compliance Tool provides for the generation of compliant Wage Notices for all your employees. After our License Agreement has been completed, you can use our Tool to accomplish Wage Notice compliance through 4 simple steps.

- 1. Provide the required information about your organization**
- 2. Choose the templates that fit your organization**
- 3. Provide the required information for your employees**
- 4. Provide information to tailor communications to your employees**

### **1. Provide the required information about your organization**

In order to generate compliant Wage Notices, we need you to provide the following information about your organization:

- The name of your business and any other names under which your business operates (DBA).
- The telephone number of your business.
- The address of your main office or principal place of business. Also include a mailing address if your main office and mailing addresses are different.

- The FEIN (tax id) number of your business. Inclusion of your organization's FEIN number is optional, but some employers may find its inclusion useful for organizational purposes.

## 2. Choose the templates that fit your organization

Select the Wage Notices that apply to your workforce from our prepared templates. The template that you select is based on how your organization pays its employees. If you don't believe our templates fit your workforce, we can create a customized template to meet your specific business needs.

Currently, the following templates are available:

<u>TEMPLATE NO.</u>	<u>PAY TYPE</u>
1	Hourly
2	Multiple Hourly
3	Salary for Fixed Schedule
4	Non-Hourly Pay Commission
5	Non-Hourly Pay Day Rate
6	Non-Hourly Pay Piece Rate
7	Prevailing Rate
8	Exempt Employees
9	Temporary Help Firms
10	Tipped Employees
11	Lodging or other credit taken (Hourly Employee)
12	Lodging or other credit taken (Salaried Employee)

## 3. Provide the required information for your employees

In order to create the notices, we need you to provide a spreadsheet of each employee's name, email address, the template number that corresponds to their pay type (1-12), and rate(s) of pay and overtime rate. An example of this spreadsheet is included below.

We also need you to provide additional information required by the Department of Labor, such as information regarding allowances, basis of payment, and regular payday. This information should not be included in the spreadsheet. Just let us know, for example, that your payday is every other Friday, that employees receiving template number 1 are paid on an hourly basis and that employees receiving template number 8 are paid on a salary basis.

## Spreadsheet Sample

Email Address	First Name	Last Name	Wage Type Number (1-12)	Wage (ex 20.00)	Overtime Pay (if no overtime pay use n/a)
<a href="mailto:j.smith@test.com">j.smith@test.com</a>	John	Smith	1	30.00	45.00
<a href="mailto:s.lee@test.com">s.lee@test.com</a>	Sara	Lee	8	50000	n/a

#### 4. Provide information to tailor communications to your employees

After we've received and processed the information, we will send each employee an email explaining the Wage Notice and directing them to click on a link to access their individual notice. After clicking the link, employees are initially directed to a page asking them to select their primary language. After a language is selected, the Wage Notice Compliance Tool generates a PDF of their Wage Notice in English or, if their primary language is one of the other languages identified by the Department of Labor, in their primary language. The employee will then be able to electronically acknowledge the receipt of the Wage Notice.

Reminder emails are sent to any employees who fail to either open the email or acknowledge the Wage Notice. Although the emails will be sent by HRTrain on your behalf, they will appear as if they are sent from your organization and will include your email signature information.

You can either customize the initial email and reminder emails or provide us with some basic information (such as employee contact information and your email signature information) and use our sample communications.

## DOCUMENT RETENTION

After your employees electronically acknowledge their Wage Notices, we will send you a spreadsheet which provides confirmation of employee acknowledgments. We will also send you copies of the notices in PDF format. HRTrain will maintain the information for the required six years.

## **PRICING**

The setup fee for use of the Wage Notice Compliance Tool is \$850, plus \$1 per employee. This payment covers generation of wage notices for the January – February 2012 annual notification period, as well as record maintenance for six years. Additional costs may be incurred if you would like customized notices to be translated.

Alternatively, we can provide you with software you can run on your own server. Please call us for this pricing.

If you have any questions concerning Wage Notice compliance or our Wage Notice Compliance Tool, contact us at (888) HRTRAIN.