

## DEPARTMENT OF LABOR NOTES...

Deductions from pay are *illegal* if

- 1) The deduction is for an item considered primarily for the benefit or convenience of the employer; and
- 2) The deduction reduces the employee's earnings below required minimum wage

Examples: Tools used for work, damages to employer's property, cash register shortages

**You cannot hold a terminated employee's paycheck, for example, for not returning a uniform, tools, laptop, etc. You can, however, reduce the employee's earnings to minimum wage.**

There are no law requirements for breaks, rest periods, or meals. (With the exception of minors) Rest periods of short duration (between 5 and 20 mins) are counted as hours worked and must be paid. Any time over 20 mins can be deducted.

Time employees spend in meetings, lectures, or training is considered hours worked and must be paid, **unless**

- 1) Attendance is outside regular working hours
- 2) Attendance is voluntary
- 3) The course, lecture, or meeting is not job related
- 4) The employee does not perform any productive work during attendance



Youth Employment:

16 & 17 year olds may be employed for unlimited hours in any occupation other than those declared hazardous by the Secretary of Labor

14 & 15 year olds may be employed outside school hours in a variety of non-manufacturing and non-hazardous job for limited periods of time and under specified conditions

14 years and under may not be employed in non-agricultural occupations

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**Are your employees still receiving paper checks each pay period?  
Consider some of the benefits of using direct deposit:**

- Free and/or reduced-fee banking services
- Elimination of a trip to the bank
- Automatic deposit of funds when the employee is away from home
- Elimination of lost or stolen checks
- Minimization of delays due to delivery services outside of company control
- Flexibility to deposit into multiple accounts



Educating employees does not have to be difficult. You could put a note in the employee's paycheck, for example, stating that the money would already be in the bank if they had used direct deposit. Feel free to contact us with any further questions/concerns regarding direct deposit checks.

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**Don't forget, 5 Star Payroll Services offers NetClient; an ultra- convenient and secure way to access documents and transfer data anytime from any location.**

**NetClient lets you enter your payroll hours online. You are able to access your account 24 hours a day, 7 days a week. 5 Star Payroll Services issues you a username and password. Just login through our website, [www.5starpay.com](http://www.5starpay.com) and the information is at your finger tips. Please contact Tracy Bedel for more information!**