



Wage and Hour Center of Excellence

ADP TotalSource®



A more human resource.™

Services Provided

- ✓ Guidance on wage and hour issues including but not limited to FLSA regulations.
- ✓ Wage and Hour assessments including Coverage of Employees (independent contractors, trainees / interns and volunteers), Minimum Wage and Overtime Compensation Requirements, Working Time (waiting, travel, training, on-call time and meal and rest periods), Time Keeping Child Labor, Exempt Employee Pay Practices
- ✓ Credentialing to Navigator OT (explained below).
- ✓ Step by step navigation assistance on Navigator OT.

Resources Available

- ✓ **Navigator OT:** Navigator OT is the first of its kind online exemption analysis solution delivering expert level guidance at internet scale and speed. Typically, an exemption assessment can take hours but with Navigator OT, the assessment can take as little as 15 minutes. After completing an easy-to-use online questionnaire, Navigator OT applies all applicable federal and state exemption tests and over 1800 reported court decisions and DOL opinion letters and provides an exemption status assessment. Navigator OT Helps identify if an employee is exempt or Non-Exempt. Navigator OT analyses the following exemptions:
 - **Executive**
 - **Administrative**
 - **Learned Professional**
 - **Creative Professional**
 - **Computer Professional**
 - **Outside Sales**
- HR contacts on the ADP Totalsource Account will be automatically credentialed within 1-2 months from start date or can request credentialing at any time by contacting the Wage and Hour Center of Excellence with Full Name and Email Address.
- Once Credentialed, clients will receive an email from donotreply@neotalogic.com with the credentialing information.
- ✓ The Wage and Hour Center of Excellence Overview can be found via Form Source, under Payroll forms in the My Totalsource® portal.

Need More Info?
Dial 1-866-400-6011, option 6
or send an email to totalsource.flsa@adp.com