

CLIENT ALERT

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DEPARTMENT OF LABOR COMPLIANCE ASSISTANCE

Many companies are finding that they either spend an inordinate amount of time making sure they are compliant with various laws or they throw their hands up in the air and ignore compliance issues all together. Neither option is very good. The elaws Employment Adviser from the DOL is an excellent tool. Not all of the information pertains to employee benefits. Please feel free to pass this information on to others in your company that may find it useful.

The *FirstStep* Employment Law Advisor is designed to help employers determine which federal employment laws administered by the U.S. Department of Labor (DOL) apply to their business or organization, what recordkeeping and reporting requirements they must comply with, and which posters they need to post. (www.dol.gov/elaws)

The Advisor provides three basic starting points depending on your interests and needs:

- [FirstStep - Employment Law Overview Advisor](http://www.dol.gov/elaws/FirstStep.htm) (<http://www.dol.gov/elaws/FirstStep.htm>) provides a short primer on each law's basic provisions as well as any related recordkeeping, reporting and notice requirements.
- [FirstStep - Recordkeeping, Reporting, and Notices Advisor](http://www.dol.gov/elaws/FirstStepRRN.htm) (<http://www.dol.gov/elaws/FirstStepRRN.htm>) provides detailed explanations of each law's recordkeeping, reporting and notice requirements.
- [FirstStep - Poster Advisor](http://www.dol.gov/elaws/posters.htm) (<http://www.dol.gov/elaws/posters.htm>) provides access to short descriptions of DOL poster requirements and links to printable posters.

As you start each step you are asked questions and as you provide answers you are provided guidance as to what you may or may not need to do in order to be compliant.

This information is specific to the federal government. You can easily find your state DOL by clicking on this link and then clicking on your state:
http://www.dol.gov/whd/contacts/state_of.htm

DISCLAIMER - This Client Alert is provided as an informational service only and is not considered insurance, legal or tax advice. Completion of the elaws FirstStep program does not guarantee full compliance with the DOL.