

# FAIR WORKWEEK CHECKLIST

Questions to Audit Your Current Schedule & FWW Provider

- |    |  |                                 |                                |
|----|--|---------------------------------|--------------------------------|
| 1  | Does your current solution generate a Fair Estimate of Work and deliver it to the new hire?  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 2  | Does your current solution automatically generate a Fair Estimate of Work when work hours flex over a measurement period?  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 3  | Does your current solution provide you alerts/reminders in the schedule view to help determine if you are changing a schedule week, which would be subject to FWW penalties? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4  | Does your current solution provide you an assessment of the FWW penalties that have been accrued?  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 5  | Does your current solution provide the ability to tailor schedule change responses that are either employee initiated (No Penalty) or manager initiated (Penalty)?           | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 6  | Does your current solution provide the ability to farm out available shifts to other employees in the market?  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 7  | Does your current solution provide flexibility to assess penalties in all states subject to FWW?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 8  | Does your current solution have an integrated Time & Attendance solution?  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 9  | Does your integrated Time & Attendance solution have built in biometrics, communication, and engagement tools?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 10 | Does your current solution assess all the penalty costs automatically for payroll?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 11 | Does your current solution automatically integrate with your payroll provider?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 12 | Does your current solution include FWW premiums in the labor reporting to get an accurate view of labor costs, including labor %, SPLH, broken down by day or week to date?  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |