

Auditing in 3 Steps



1

Review Your Workforce

↓50k

Employees with salaries below \$50,000



Employees in high-risk jobs



Employees in your lowest 2-3 exempt pay bands

2

Analyze Duties



Evaluate if duties requirements are met



Audit regularly since jobs often change

3

Restructure or Reclassify



Restructure



Reclassify



Create a job ladder with non-exempt at bottom



Add more direct reports



Move repetitive duties to non-exempt employees



To pay or not to pay back wages



Compensation plan redesign



Review policies and practices



Communicate the changes



Provide training