



4

ESSENTIAL AUDIT
TOOLS FOR
COMPLIANCE
MANAGEMENT

GovDocs[®]

4 ESSENTIAL AUDIT TOOLS FOR COMPLIANCE MANAGEMENT

HOW DO YOU AUDIT LABOR LAW POSTER COMPLIANCE?

Large companies like yours invest in personnel and resources to maintain compliance with federal, state, county and city labor law poster requirements. But how do you measure the success of your labor law poster program across all your locations? What tools can you give your location managers and compliance audit teams to perform on-the-spot poster checks?

The following tools will help you:

- Track poster compliance across all locations
- Reduce unnecessary communication with location managers about labor law poster compliance
- Empower compliance audit teams to perform onsite inspections



1. COMPLIANCE DASHBOARD



2. PLANOGRAMS

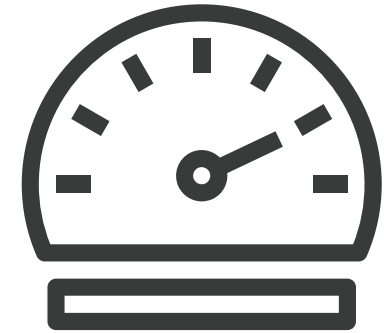


3. QR CODES



4. REVISION DATES

1. COMPLIANCE DASHBOARD



If you're in charge of poster compliance for multiple locations, you need a bird's-eye view to track how your company's compliance program is performing.

A FEW HELPFUL DASHBOARD FEATURES INCLUDE:

Shipment Tracker

- Access up-to-date shipping details for all locations

Monitor Updates

- See mandatory and recommended posting updates for all locations

Returns

- Quickly identify locations whose shipments are returned

Location List Manager

- View, revise and export your location list addresses

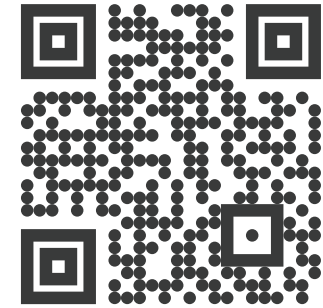
Viewable Posters

- See the same posters as your locations by viewing federal, state, county and city poster PDFs

Mobile-Friendly Design

- Designed to work with you when and where you need it

3. QR CODES



QR codes help reduce the amount of time required to complete compliance audits. Take these three simple steps to determine whether your poster is compliant.

1. Locate the QR code on the poster (usually near the bottom)
2. Scan the QR code with your mobile device
3. The scan will instantly inform you whether the poster is compliant

Location managers and compliance officers are routinely involved in auditing labor law postings to ensure they are current and accurate.

Without this technology, the auditor would spend unnecessary time cross-referencing print dates on a variety of resources to determine which postings are up to date.

4. REVISION DATES



For businesses where mobile devices might not be in common use, revision dates are helpful.

The revision date is also known as “earliest date for compliance.”

The revision date changes with a mandatory update or when a poster is reprinted for inventory. Therefore, the poster compliance date is on or after the date on your poster.

Tips for using revision dates:

- To ensure your poster is up to date, cross-reference the poster revision date with an online resource.
- If you find a new revision date for that poster, it's time to order a new one.
- If the poster doesn't have an update, you can continue using it.

SUMMARY

Labor law poster compliance brings year-round complexity, which makes any program challenging to manage. Ensure your labor law compliance programs are successful and your location managers and compliance audit teams have the confidence to uphold their responsibilities.

Next time you or your location managers are auditing your labor law compliance program, remember these four tools:



**1. COMPLIANCE
DASHBOARD**



2. PLANOGRAMS



3. QR CODES



**4. REVISION
DATES**

About GovDocs

GovDocs simplifies employment law compliance for multi-jurisdiction employers in the U.S. and Canada. The GovDocs software platform integrates three solutions in one convenient place to help you master the employment laws impacting your business. Whether you manage a labor law poster, minimum wage or paid leave program, our products cut through research time, provide proactive insights into the everchanging landscape of employment laws and reduce the risk of noncompliance.