

## How HRSource™ Helps to Meet Regulatory Requirements

Law	Description	Who must file (size of company)
New Employee Registry Regulations	Information on New Hires must be reported to the state registry within 20 days of hire. HRSource™ contains a report modeled after one state's form.	One or More Employees
California Report of Independent Contractor(s) (DE 542)	Information on contractors (for whom the employer will issue form 1099 Misc) must be reported to the state of California within 20 days of contracting for more than \$600. This form is included in HRSource™.	One or More Employees
Occupational Safety and Health Act	Must track information on work-related injuries, and on an annual basis, post summary work-related injury information using OSHA forms 300 and 300A (included in HRSource™). HRSource™ also includes OSHA Form 301 (individual incident report) and the supervisors' first report.	10 or More Employees, except low-hazard industries
California Continuation Benefits Replacement Act (California COBRA)	Employers must offer continued health care coverage (medical, dental, and vision) to employees and their dependents who lose coverage through qualifying events similar to Federal COBRA. Insurance Companies (Insurer) must notify the qualified beneficiaries and collect premiums. Employers must inform the Insurer of a qualifying event. HRSource includes an "Insurance Provider Notification of Qualifying Event" Letter.	2 to 19 Employees
Title VII of the Civil Rights Act Age Discrimination in Employment Act (ADEA)	Cannot discriminate on the basis of age (if over 40), race, religion, color, sex, or national origin. HRSource allows users to track performance history and disciplinary history to help defend against false claims of discrimination.	15 or More Employees
Americans with Disabilities Act	Cannot discriminate on the basis of a disability. Must reasonably accommodate employees with disabilities. HRSource allows users to track employees with disabilities to help plan reasonable accommodation measures.	15 or More Employees
COBRA	Must permit employees to continue health insurance coverage after termination. HRSource contains an extensive system for notifying, billing, and tracking employees who are COBRA eligible.	20 or More Employees
Family and Medical Leave Act (FMLA)	Eligible employees can receive up to 12 weeks of unpaid, job-protected leave for a serious health condition of themselves or immediate family member. Health insurance coverage continues at the employee's pre-leave rate. The HRSource FMLA report summarizes employee FMLA usage/eligibility.	50 or More Employees
Federal Contractor Regulations	Must complete and submit Vets 100 (\$25k) and/or Vets 100A (\$100k) forms, which are included in HRSource.	\$25k or \$100k in Federal Contracts
Executive Order (EO) 11246 -Affirmative Action	Must complete an Affirmative Action Plan. HRSource includes 20 reports needed to complete an Affirmative Action Plan, based on the sample plan posted on the Department of Labor web site.	50 or More Employees and \$50k in annual federal contracts
Federal Regulations	Must complete and submit form EEO-1 form, for which the required data is included on the HRSource EEO-1 report.	100 or More Employees or EO 11246 Criteria
Federal Regulations for State and Local Governments	State and Local Governments must submit an EEO-4 report to the Federal Government. The HRSource EEO-4 report generates the needed data.	15 or More Employees