



YOUR EMPLOYMENT SOLUTIONS

# UTAH STAFFING COMPLIANCE CHECKLIST

## Federal Compliance

### Hiring & Employment Eligibility

- **Form I-9:** Section 1 by employee's first day; Section 2 within 3 business days. Retain for 3 years after hire or 1 year after termination (whichever is later).
- **Status Verification Systems:** Federal options include E-Verify, SSNVS, or SAVE (if applicable).
- **Non-Discrimination:** Follow Title VII, ADA, ADEA, Pregnancy Discrimination Act.

### Wage & Hour (FLSA)

- **Minimum Wage:** \$7.25/hour
- **Overtime:** 1.5x pay for non-exempt employees working over 40 hrs/week.
- **Exempt vs Non-Exempt:** Correctly classify employees; audit classifications annually.

### Benefits & Leave

- **FMLA (50+ employees):** Provide leave, maintain records for 3 years, display notice.
- **COBRA (20+ employees with health insurance):** Provide continuation coverage notices.
- **ACA (50+ full-time equivalents):** Offer coverage, file 1094/1095 forms.

### Safety & Posters

- **OSHA:** Maintain injury/illness logs (300/301) for 5 years if 10+ employees; report serious injuries; post OSHA notice.
- **Posters Required (Federal):** FLSA, FMLA (if applicable), OSHA, EEOC, USERRA (if applicable), EPPA.

### Safety & Posters

- **EEO-1 Reporting** (100+ employees, or 50+ with federal contracts).
- **Poster Audit:** Verify all required posters are current.
- **Policy Review:** Review anti-harassment, classification, and wage policies annually.



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## Utah Compliance

### Employment Eligibility & Reporting

- **Status Verification System (such as E-Verify):** Required for employers with 150+ Utah employees, within 3 business days of hire.
- **New Hire Reporting:** Report to Utah Department of Workforce Services within 20 days.

### Wage & Termination

- **Utah Payment of Wages Act:** Final paycheck due on next regular payday, or within 24 hours if a terminated employee makes a written demand.
- **Payday Notice:** Post and notify employees of regular paydays.

### Safety & Insurance

- **Workers' Compensation:** Coverage required for nearly all employees (full-time, part-time, temps). Certain business owners without employees may be exempt. Post compliance notice.
- **Utah Posters:** Workers' Comp, Unemployment Insurance, Anti-Discrimination, Payday.

### Additional Utah Employment Laws

- **Utah Antidiscrimination Act (15+ employees):** Protects against discrimination based on race, sex, disability, religion, etc.
- **Utah Drug and Alcohol Testing Act:** If testing is conducted, a written policy, notice, and employee consent are required.
- **Utah Employment Selection Procedures Act:** Restricts use of credit reports to job-related roles or statutory exemptions.

## Need a Compliance Partner?

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