



AMERICAN PAYROLL ASSOCIATION

Hawaii Chapter



ALOHA! The American Payroll Association Hawaii Chapter cordially invites you to attend an informative outreach session in Hilo.

Please join us for.....

“Legal Compliance with the U.S. Department of Labor”

- Are you sure you're paying correctly for travel time?
- Are you classifying your employees correctly...exempt vs. non-exempt?
- Are you paying correctly when an employee is on FMLA?
- Audits – are you prepared?
- What are the most frequently asked questions at the Department of Labor?

If you would like to know the answers to these questions, please come and join us.

Presented by:
Min Kirk, Investigator
United States Department of Labor

Date: Wednesday, October 8, 2008
Time: 9:00 a.m. – Registration & Continental Breakfast
9:30 to 11:30 a.m. - Program
Location: Restaurant Encore
Puainako Town Center – 2100 Kanoelehua Street
Hilo
Session Fee: \$15/person (includes continental breakfast)
Parking: Free
Deadline: Registration & payment due by September 26, 2008 to:

Outrigger Hotels Hawaii
2375 Kuhio Avenue
Honolulu, Hawaii 96815
Attention: Jane Inouye

*Make checks payable to: **APA Hawaii Chapter**
Phone: #921-6563 or email: Jane.Inouye@outrigger.com
to make your reservations

Please let us know if there are specific questions or issues that you like to be addressed and we will forward to Ms. Kirk. **SIGN UP EARLY!!! LIMITED SEATING!!!**