



California Fractional HR
COMPLIANCE-FIRST · STATEWIDE

Est. Ventura County, CA

34°16'N

— VENTURA & SANTA BARBARA COUNTIES · STATEWIDE VIRTUAL

The Compliance Audit — *What to Expect*

Senior, compliance-first HR leadership for companies of 20 to 100 employees — the judgment of a Chief HR Officer, without the full-time hire.

Book a compliance audit →



Scan to book
calfractionalhr.com

119°14'W

▲ N.B.V.C.

SHRM-SCP certified

MBA

Senior Director-level tenure

Veteran-owned

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COMPLIANCE-FIRST · STATEWIDE



THE COMPLIANCE AUDIT — WHAT TO EXPECT

Contents

The fixed-fee audit as you will experience it — the link you open, how your documents are checked, the page that fills in as evidence arrives, and the four weeks from Clock Start to readout. Four pages, in order.

One Link

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Received Is Not Verified

02	Every document opened and read against your answers; what a review note looks like.	4
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Your Number Against the Line

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Four Weeks on the Clock

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One link. *Ten sections.*

Everything the audit needs, in one place — your answers and your documents, saved as you type, from any device. Forward the link to whoever runs payroll or operations; each of you fills in what you know.

— ONE WORKSPACE • TEN SECTIONS, A TO J

SECTION	QUESTIONS
A Scoping: Company, Locations, Industry & Systems	13
B Workforce Composition & Classification	5
C Wage & Hour Mechanics	11
D Pay Transparency & Pay Equity (SB 1162)	4
E Hiring & Separation Workflows	6
F Policies & Handbook	5
G Leaves & Accommodation	4
H Safety, Training, Benefits & Postings	7
I Records & Personnel Files	3
J History, Open Matters & Owner's Concerns	5
IN ALL 63	

Every item in the document request is due within ten business days of signing. Your file is complete when every document is verified — not when it is received.



Received *is not verified.*

Every document you send is opened and read against your answers. Anything unclear comes back with a note that says exactly what to send — and nothing counts as done until it is verified.

ONE DOCUMENT • FOUR STATES

DOCUMENT 04 • WAGE & HOUR

Wage statements — last three pay periods

wage-statements.pdf • received

From our review *The file titled “wage statements” is a deductions summary — please send the statements themselves, one per pay period.*

OUTSTANDING

IN REVIEW

VERIFIED ✓

NEEDS ATTENTION

Illustrative — a sample document, not a client's. The note is how a review comes back: what we found, and what to send instead. Every document you send carries one of the same four states.

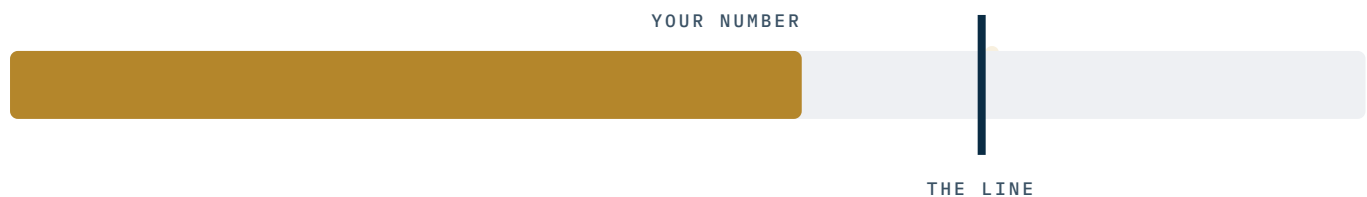


Your number *against the line.*

A page in your workspace that fills in as the evidence arrives. Nothing on it is a score: every measure is your number against the line California draws.

A MEASURE • ONE OF MANY

Are meal periods being taken on time — and recorded?



AS STATED

VERIFIED

FROM ANALYSIS

The brass bar is your number; the navy mark is where California draws the line. Illustrative — no client, no figures. Each measure is labeled by the evidence behind it: as stated by you, or verified from your documents.

AT YOUR READOUT

What the analysis found, and what it could cost, are shared in person with your report — the fix beside every finding. Nothing from the analysis is posted to the page before then.



Four weeks *on the clock*.

The clock starts the first business day after payment and your complete document delivery. The four weeks from there are ours; the two conditions are yours.

THE PATH

book → intake → documents delivered → analysis → readout

BEFORE THE CLOCK • PAYMENT IN, DOCUMENTS IN

FOUR WEEKS • ON THE CLOCK

CLOCK START

Timeline per the engagement letter: documents due within ten business days of signing; the four weeks begin at Clock Start — payment in, documents in.

PUT THE WEIGHT DOWN

Book your audit.

One link, four weeks, one documented file — and a picture of where you stand, readable in a minute. Tell me your headcount; fixed scope back within one business day.

connect@calfractionalhr.com

calfractionalhr.com/book →



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