

# TABLE OF CONTENTS

## **Introduction**

- Chapter 1:** COVERAGE UNDER THE FLSA: Who Qualifies, Who Doesn't
- Chapter 2:** EXEMPT VERSUS NON-EXEMPT: You Better Know The Difference
- Chapter 3:** UNDERSTANDING MINIMUM WAGE REGULATIONS UNDER THE FLSA
- Chapter 4:** TIME TRAPS: Correctly Calculating Hours Worked Under The FLSA
- Chapter 5:** KEEPING TRACK OF OVERTIME REQUIREMENTS UNDER THE FLSA
- Chapter 6:** FLSA RECORD-KEEPING AND PENALTIES: Files You Must Keep, Fines You Might Pay
- Chapter 7:** AVOIDING THE PITFALLS OF THE EQUAL PAY ACT
- Chapter 8:** REWARDING TOP PERFORMERS WITH FRINGE BENEFITS: Without Crossing Swords With The IRS
- Chapter 9:** MAKING THE MOST OF WORKING CONDITION FRINGE BENEFITS
- Chapter 10:** TRAVEL/ENTERTAINMENT EXPENSES: Getting The Biggest Bang For Your Buck
- Chapter 11:** AUTOMOBILE TRAVEL: Driving On The Right Side Of Business Expense Rules
- Chapter 12:** HIRING/FIRING STRATEGIES TO MINIMIZE LEGAL PAY LIABILITIES
- Chapter 13:** INCOME TAX WITHHOLDING: Do It Right...Or Else
- Chapter 14:** FEDERAL EMPLOYMENT TAXES: Avoiding Double Trouble
- Chapter 15:** TAX DEPOSITS AND RETURNS: Keeping Track Can Get Tricky
- Chapter 16:** PAYROLL FORMS AND DOCUMENTS: Getting The Information Out And On-Time
- Chapter 17:** RECORD-KEEPING AND PENALTIES: Keeping The IRS Out Of Your Corporate Files

*TABLE OF CONTENTS*

---

- Chapter 18:** INVOLUNTARY WAGE DEDUCTIONS: Withholding Demands From Outside Parties
- Chapter 19:** OUTSOURCING THE WORK FORCE: Avoid Misclassification Of Employees And Contingent Workers
- Chapter 20:** EXECUTIVE COMPENSATION: Strategies For Retaining Your Top Players