



Compliance Checklist

California home-based care software

This checklist outlines key steps to help ensure compliance with California labor laws in home-based care software. It focuses on creating employment rule sets for accurate pay calculations, enrolling employees based on their status, and establishing specific overtime rules.

Overtime rules

- Set up different overtime rules for facility and non-facility employees (e.g., 8 and 40 hours vs. 9 and 45 hours).
- Apply rates for daily overtime (e.g., more than 8 hours in a day).
- Apply rates for weekly overtime (e.g., more than 40 hours in a week).
- Apply rates for working more than 7 consecutive days.

Rate blending

- Ensure that overtime rates are blended correctly and not compounded on top of each other.

Create employment rule sets

- Set up rules for how employees should be paid, including overtime, holiday pay, and other premiums.
- Configure rules for calculating the regular rate-of-pay, including blended overtime rates specific to California.

Employee enrollment

- Enroll employees into various rule sets based on their employment status (e.g., contractors, excluded employees).
- Define which holidays employees are entitled to and how overlapping or split visits are handled.

Overnight shifts

- Manage shifts that span across two payroll runs (e.g., 11 PM to 7 AM) and decide how they are recorded and paid.
- Ensure overnight shifts are correctly factored into regular rate of pay calculations.

Compliance reporting

- Generate reports on compliance with California labor laws, including overtime calculations and employee classifications.
- Maintain audit trails for all payroll and compliance activities.

AlayaCare is leading the technology revolution in California home-based care. We pair industry knowledge with product innovation to help ambitious providers grow their organizations, improving the care people receive in the place they call home. EVV ready in California, our platform improves processes from the frontline to the back office to unlock the care your clients deserve.

Disclaimer: The information contained in this checklist is intended to serve as a general guide to assist in understanding certain aspects of California employment law. It is not intended to provide, and should not be relied upon as, legal advice. Employment laws and regulations are complex, subject to change, and vary based on individual circumstances. AlayaCare recommends consulting with a qualified employment law attorney to address specific legal matters and to remain compliant with all applicable laws and regulations.