



COMMONWEALTH
PAYROLL & HR

If a Pay Dispute Lands on Your Desk, Will Your Time Records Hold Up

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Introductions



Jeff Plakans
Founder & President
Commonwealth Payroll & HR



David Braby
Sr. Solution Consultant
isolved



Why Time Tracking is a Legal Safeguard



What are Wage and Hour Laws?

"Wage and hour laws are federal and state regulations—primarily the federal Fair Labor Standards Act (FLSA)—that dictate minimum compensation, overtime pay, recordkeeping, and child labor standards. These laws protect workers by ensuring a minimum wage and mandatory overtime (1.5x pay) for over 40 hours worked in a workweek."

-US Dept of Labor



Wage Disputes Start with Timekeeping Mistakes

- Wage & Hour laws are complicated and mistakes are common
- Employers are responsible for tracking employee time correctly and must stay compliant with federal and state laws
- When timekeeping is not accurate, it often leads to wage disputes and expensive payouts

When time tracking records aren't clean, employers are the ones writing the "big check".



Some Definitions...

- **Minimum Wage:** Lowest Hourly Rate allowed by the jurisdiction
- **Overtime Pay:** Compensation at 1.5x regular rate of pay (or blended) for hours worked over 40 (but not in all states)
- **Hours Worked:** Covers time employee is 'on duty' including prep/closing time, communication, including all 'suffered or permitted work"
- **Exempt vs Non-Exempt:** Determines which employees are entitled to minimum wage and overtime (nonexempt).
- **Recordkeeping:** Requires employers to maintain accurate records of hours worked and wages paid



If You Can't Track Hours, You Can't Prove Overtime

- Overtime is based on the actual hours an employee works
 - Hourly employees earn overtime after 40 hours in a workweek
 - Pay adjustments can affect how overtime is calculated
 - What types of hours add up to 40 or more?
 - Employers need clear records showing who worked, when, and for how long

***If your time records aren't accurate,
it's hard to prove you paid overtime correctly.***



Poll Time



Consistency Is What Keeps You Compliant

- Wage & hour practices need to be applied consistently across the board
- When pay or time tracking isn't consistent, it creates legal exposure
- It's not enough to have policies; what you actually do has to match them

Consistency requires systems, not spreadsheets or memory.



Massachusetts: What Wage Violations Actually Cost

In Massachusetts, Wage Act violations result in:



Automatic treble damages

Attorney's fees

Costs and interest

- Penalties are automatic; intent does not matter
- Final pay depends on knowing **exactly** what an employee is owed
- That includes accurate time records



This Isn't About Micromanaging, It's About Protection

Accurate time tracking helps employers:

- Pay employees correctly
- Apply policies the same way every time
- Avoid costly wage & hour issues
- Show you are organized and in control

When the records aren't clear, employers lose control of the narrative.

So what
does accurate time
tracking actually
look like in practice?



Recording Hours vs Punching with Timeclock Options

- **Paper Timesheets** (Employee recording Hours Worked-no in's or outs, honor system)
- **Electronic Timesheets** (Employee recording Hours Worked-no in's or outs, honor system)
- **Mechanical Timeclock** (records time in and time out only – no calculations), possible "buddy" punching
- **Paper Timesheet** (Employee recording time in and time out –no calculations and honor system)
- **Electronic Timeclock** (employee punches time in and time out – Calculated and verified, possible "buddy" punching)
- **Electronic Timeclock with Biometric Verification** (employee punches time in and time out – calculated and verified, no "buddy" punching)
- **Mobile Punching** (employee punches in/out on mobile device – unique identity to them – can be "Geofenced")



The Solution

isolated Time and Labor Management is a feature-rich solution that enhances time, attendance and scheduling procedures for your entire workforce – even across employees who are remote or on the go.



- Reduce inefficiency and errors
- Enable flexible time tracking
- Ensure end-to-end time visibility
- Follow wage and hour laws



isolved Time Demo

Capturing Time

Key Features

Time Clocks

- Wide array of easy-to-use clocks including:
- Facial Recognition
- Card swipe
- Badge reader
- Biometric
- Proximity reader
- Real time integration with isolved Time & Expense

Web Punch

- Clock in from isolved People Cloud ESS
- One-click Quick Punch or Detailed Punch to track labor values

Virtual Clocks

- Kiosk-style punching in and out
- Secure and configurable

Mobile Punch

- Punch in and out using mobile device
- Quick Punch or Detailed Punch
- Geofencing capabilities



Scheduling Options

Key Features

Attendance

- Create shifts
- Apply default schedules and schedules on the fly
- Access to a calendar view of shifts

Scheduling

- Establish schedule permission rules
- Determine shift eligibility
- View employee unavailability
- Allow employees to request and swap shifts
- Provide alerts when schedules are available to view

Workforce Scheduling

- Set EE count per shift values
- Build staffing rules
- Add EEs to shifts with graphical schedule view
- Send notifications to employees
- Predict staffing requirements across employee groups and time periods

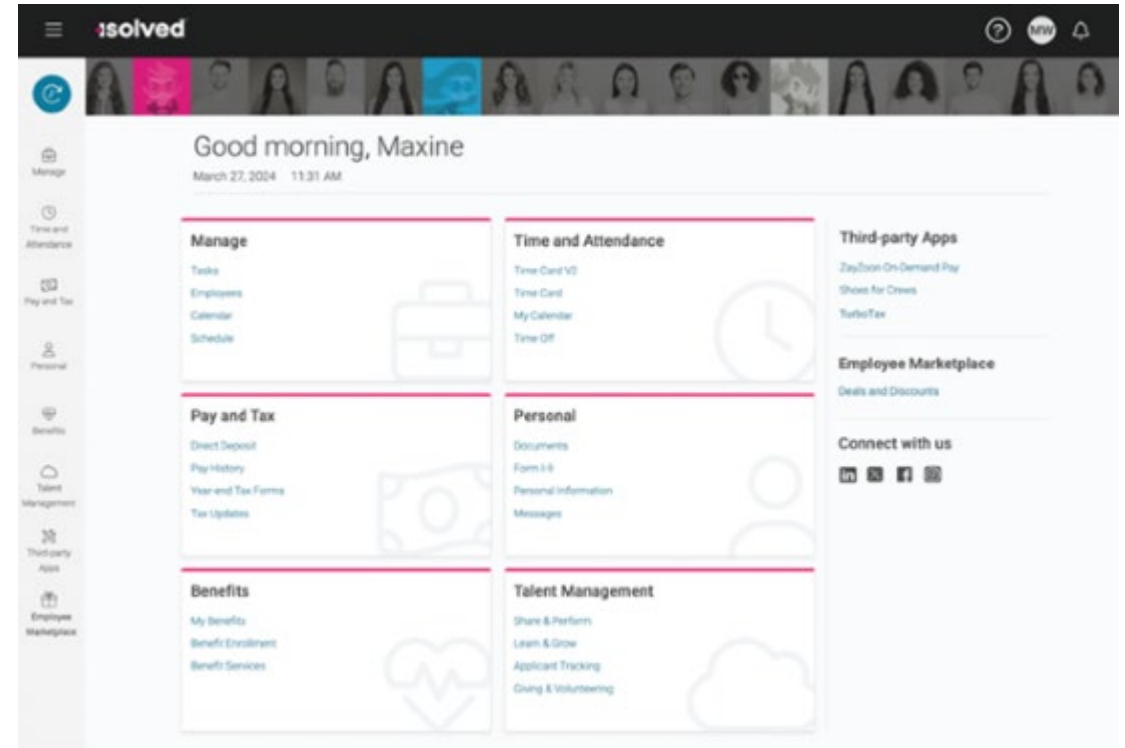


isolated People Cloud

Futureproof, Intelligently Connected HCM

With isolated's innovative technology, you remain competitive in the marketplace:

- Modern, responsive web design
- True multi-tenant database
- Bi-weekly release cycle
- Continuous Product Development
- Industry, market & compliance Updates
- Competitive updates



Questions?

Whether you have a question or want to learn more, we're happy to help!

Scan and we'll reach out to you.



Thank You!



(978) 599-1050
jeff.plakans@commpayhr.com
www.commpayhr.com

