



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary
David Pawlisch, Division Administrator

FLEXIBLE FACILITIES PROGRAM (FFP)

“OFFICE HOURS”: FAIR LABOR PRACTICES TRAINING

Microsoft Teams Webinar
Tuesday, May 13, 2025
10:30 a.m. – 11:30 a.m.

AGENDA

- | | |
|-------------------|---|
| 10:30am – 11:00am | <ul style="list-style-type: none">▪ Welcome & Introductions▪ Relevant Laws▪ Wage Rates▪ Payroll Records<ul style="list-style-type: none">▪ Payroll Report - Templates▪ Payroll Records - Review & Monitor▪ Payroll Records – Document Retention▪ EXAMPLES |
| 11:00am – 11:30am | <ul style="list-style-type: none">▪ Question & Answer Session |

The training slides will be posted on and before the training date on the [Flexible Facilities Program \(FFP\) Implementation Resources](#) webpage, under the “FFP Office Hours: Fair Labor Practices Training” section.

The training topic, Fair Labor Practices, is outlined in [Chapter 7: Labor Standards](#) of the Flexible Facilities Program Implementation Handbook, linked on the [Flexible Facilities Program \(FFP\) Implementation Resources](#) webpage.

TRAINING ACCESS AND REGISTRATION

To register for the live webinar training, click or tap [HERE](#)*

**Registration for the live webinar is not required, but recommended to receive any follow-up emails that may be sent to training registrants.*

[Click here to join Office Hours Training](#) (on May 13, 2025 – at least 15 minutes prior to start time is suggested)

Meeting ID: 247 753 137 043

Passcode: u8tU32ti

(access to a computer screen/monitor is required to view the training slide transitions during the webinar)

Dial in by phone

[\(608\) 571-2209](#)

Phone conference ID: **839 474 559#**