NYC Consumer and Worker Protection

Software Specifications Checklist

The Department of Consumer and Worker Protection (DCWP) maintains recommendations for developers of scheduling and related software regarding specifications that facilitate compliance with the Fair Workweek Law. DCWP has prepared this checklist to assist software providers and their clients in identifying which recommendations have been implemented in the provider's software and services.

Software company/provider/developer/distributor: _____

Product: _____

Core System Integration

Feature	Included	Related DCWP Specification
Unified Employee Data Management - Single employee profile across scheduling, timekeeping, payroll, and HR systems	☐ Yes ☐ No	R2.1
Programmatic System Integration - Automated data exchange without manual transcription between systems	☐ Yes ☐ No	R1.1
Scheduling Vendor Integration Leadership - Primary responsibility for ensuring all system integrations work together	☐ Yes ☐ No	R1.2

Employee Profile & Coverage Management

Feature	Included	Related DCWP Specification
Multiple Employment Spell Tracking - Maintains employee ID through breaks in employment	☐ Yes ☐ No	R2.2
FWW Coverage Identification - Automatically determines employee coverage status with manual override capability	☐ Yes ☐ No	R2.3

Feature	Included	Related DCWP Specification
Employee Availability Collection - System for employees to set and update work availability with audit trails	☐ Yes ☐ No	R2.4

Regular Schedule Management

Feature	Included	Related DCWP Specification
Available Shift Offering Workflow - Multi-step process for offering shifts to current/former employees before new hires	☐ Yes ☐ No	R2.5
Initial Regular Schedule Publishing - Creates schedules using only properly offered and released shifts	☐ Yes ☐ No	R2.6
Updated Regular Schedule Publishing - Manages schedule changes with proper consent and notice requirements	☐ Yes ☐ No	R2.7
Recurring Shift Retirement - Automatically removes unassigned shifts after 60-day periods	☐ Yes ☐ No	R2.8
14-Day Regular Schedule Notice - Prevents publication of schedule updates without adequate advance notice	☐ Yes ☐ No	R2.9
Regular Schedule Transmission - Automatic delivery to employees via preferred communication methods	☐ Yes ☐ No	R2.10

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Work Schedule Management

Feature	Included	Related DCWP Specification
Draft Work Schedule Creation - Automatically generates drafts from regular schedules	☐ Yes ☐ No	R2.11
Initial Work Schedule Publishing - Ensures schedules meet compliance requirements before publication	☐ Yes ☐ No	R2.12
Updated Work Schedule Publishing - Manages work schedule changes with compliance warnings	☐ Yes ☐ No	R2.13
Regular Schedule Prerequisite Enforcement - Prevents work schedule publication without corresponding regular schedule	☐ Yes ☐ No	R2.14
Schedule Variance Limitation - Restricts differences between regular and work schedules beyond 15% without consent	☐ Yes ☐ No	R2.15
Unauthorized Hours Addition Prevention - Blocks addition of hours to schedules without proper consent	☐ Yes ☐ No	R2.16
Premium Pay Exception Recording - Documents when schedule change premiums are not required	☐ Yes ☐ No	R2.17
Unintended Schedule Change Prevention - Alerts managers to potential compliance violations before publication	☐ Yes ☐ No	R2.18
Work Schedule Transmission - Automatic delivery with premium pay notifications	☐ Yes ☐ No	R2.19
In-Store Schedule Posting - Display schedules on monitors or prompt for manual posting	☐ Yes ☐ No	R2.20

Schedule Compliance Controls

Feature	Included	Related DCWP Specification
Draft Schedule Compliance Preview - Shows violations and consent requirements before publishing	☐ Yes ☐ No	R2.21
Two-Hour Gap Prevention - Blocks schedules with insufficient time between shifts	☐ Yes ☐ No	R2.22
Unauthorized Clopening Prevention - Requires consent for shifts with less than 11 hours between	☐ Yes ☐ No	R2.23
Unintended Clopening Alerts - Warns managers about potential clopening violations	☐ Yes ☐ No	R2.24

Time and Attendance Management

Feature	Included	Related DCWP Specification
Schedule-Timekeeping Discrepancy Identification - Flags variances over 15 minutes for premium pay	☐ Yes ☐ No	R2.25
Early Clock-in Documentation - Prompts employees to explain early arrivals and unscheduled shifts	☐ Yes ☐ No	R2.26
Late Clock-in/Absence Documentation - Captures reasons for tardiness with premium pay implications	☐ Yes ☐ No	R2.27
Compliant Overtime Management - Manages consent for working past scheduled shift end	☐ Yes ☐ No	R2.28
Unauthorized Overtime Prevention - Notifications and reminders to prevent unintended extra work	☐ Yes ☐ No	R2.29

Feature	Included	Related DCWP Specification
Early Clock-out Controls - Prompts and confirmation for leaving before scheduled end time	☐ Yes ☐ No	R2.30
Time Record Correction Workflow - Manager corrections with employee confirmation process	☐ Yes ☐ No	R2.31

Request and Consent Management

Feature	Included	Related DCWP Specification
Employee Request Processing - Digital workflow for schedule change requests and shift trades	☐ Yes ☐ No	R2.32
Employee Consent Collection - Obtains written consent for required schedule changes with clear disclosure	☐ Yes ☐ No	R2.33
Electronic Communication Facilitation - Email, text, in-app, and push notification capabilities	☐ Yes ☐ No	R2.34

Premium Pay Processing

Feature	Included	Related DCWP Specification
Automatic Premium Payment - Calculates and flags schedule change and clopening premiums	☐ Yes ☐ No	R2.35
Pay Statement Premium Documentation - Itemizes premiums with type, date, and amount	☐ Yes ☐ No	R2.36

Discipline and Discharge Management

Feature	Included	Related DCWP Specification
Progressive Discipline Documentation - Records progressive discipline and egregious misconduct	☐ Yes ☐ No	R2.37
Termination Reason Documentation - Prevents termination without recording just cause or economic reason	☐ Yes ☐ No	R2.38
Hours Reduction Discharge Pre-approval - Validates just cause requirements before reducing schedules	☐ Yes ☐ No	R2.39
Discharge Notice Transmission - Automatic generation and delivery of required discharge notices	☐ Yes ☐ No	R2.40

Configuration and Security

Feature	Included	Related DCWP Specification
Comprehensive FWW Configuration - Single setting prevents non-compliant customizations	☐ Yes ☐ No	R2.41
Configuration Error Prevention - Safeguards against inappropriate FWW setting changes	☐ Yes ☐ No	R2.42
User Authentication - Security controls with appropriate permissions and access management	☐ Yes ☐ No	R3.1
Proxy Input Prevention - Blocks managers from entering employee consents/requests	☐ Yes ☐ No	R3.2

Feature	Included	Related DCWP Specification
Automatic Time Entry Prevention - No automatic clock-outs or time adjustments	☐ Yes ☐ No	R3.3
Manager Correction Notifications - Notifies employees of time record edits with confirmation opportunity	☐ Yes ☐ No	R3.4
User Activity Documentation - Complete audit trails of all compliance-relevant actions	☐ Yes ☐ No	R3.5

Reporting and Compliance Monitoring

Feature	Included	Related DCWP Specification
Data Dictionary Export - Exportable field descriptions and value explanations	☐ Yes ☐ No	R4.1
Flexible Record Selection - Filtering by location, date range, and FWW coverage status	☐ Yes ☐ No	R4.2
Pre-Programmed Compliance Reports - Standard reports covering FWW recordkeeping requirements	☐ Yes ☐ No	R4.3

Automated Compliance Audits

Feature	Included	Related DCWP Specification
Regular Schedule Audits - Validates schedule provision and timing requirements	☐ Yes ☐ No	R5.1
Work Schedule Audits - Checks advance notice and content requirements	☐ Yes ☐ No	R5.2
Variance Audits - Reviews schedule differences and consent documentation	☐ Yes ☐ No	R5.3
Added Work Shift Consent Audits - Verifies consent for additional scheduled time	☐ Yes ☐ No	R5.4
Additional Work Time Consent Audits - Confirms consent for extra worked time	☐ Yes ☐ No	R5.5
Work Schedule Update Premium Audits - Validates premium payments for schedule changes	☐ Yes ☐ No	R5.6
Schedule-Work Time Discrepancy Premium Audits - Checks premiums for time worked vs. scheduled	☐ Yes ☐ No	R5.7
Clopening Compliance Audits - Reviews consent and premium requirements for clopenings	☐ Yes ☐ No	R5.8
New Hire Access to Hours Audits - Validates shift offering process compliance	☐ Yes ☐ No	R5.9
Hours Reduction Discharge Audits - Reviews reduction in hours discharge compliance	☐ Yes ☐ No	R5.10
Termination Discharge Audits - Validates termination notice and seniority requirements	☐ Yes ☐ No	R5.11