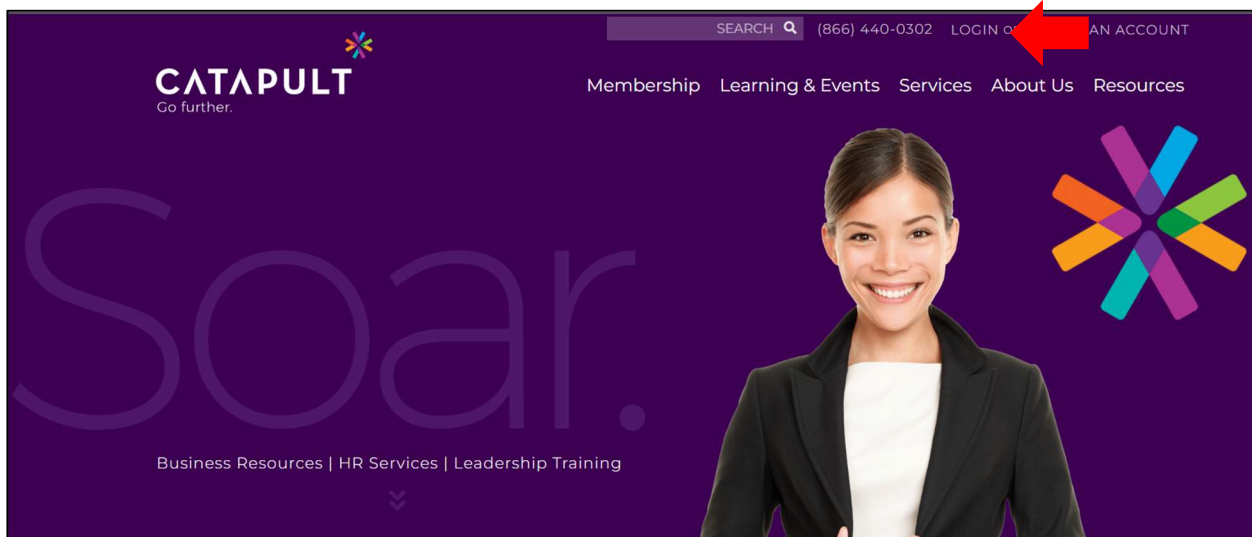# HOW TO ACCESS THE MULTI-STATE LAWS COMPARISON TOOL
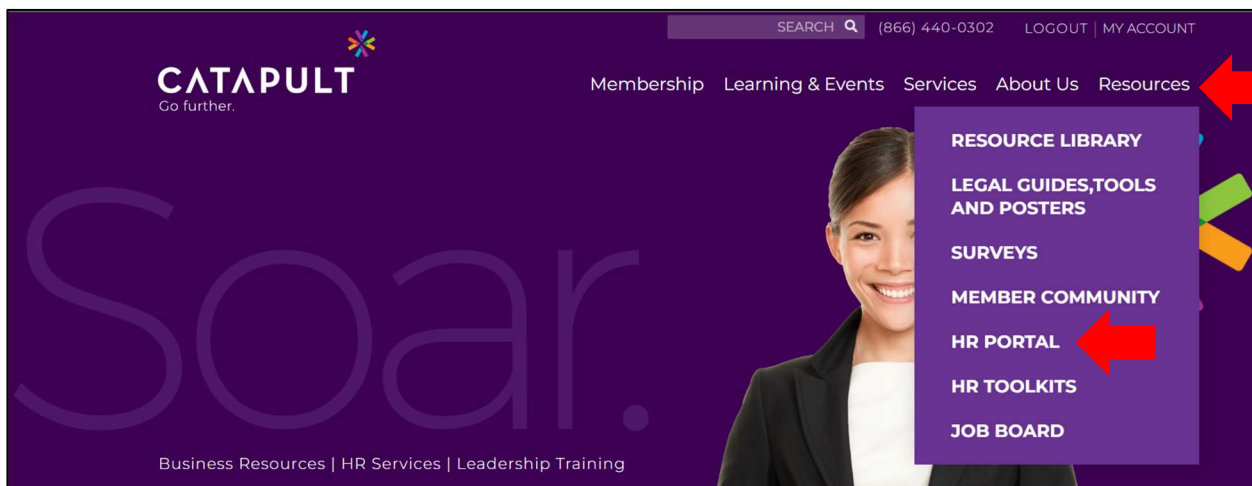
GENERAL INFO:
This tool is best used when you want to understand differences in employment law across multiple states. The app will yield a side-by-side chart for a quick view.
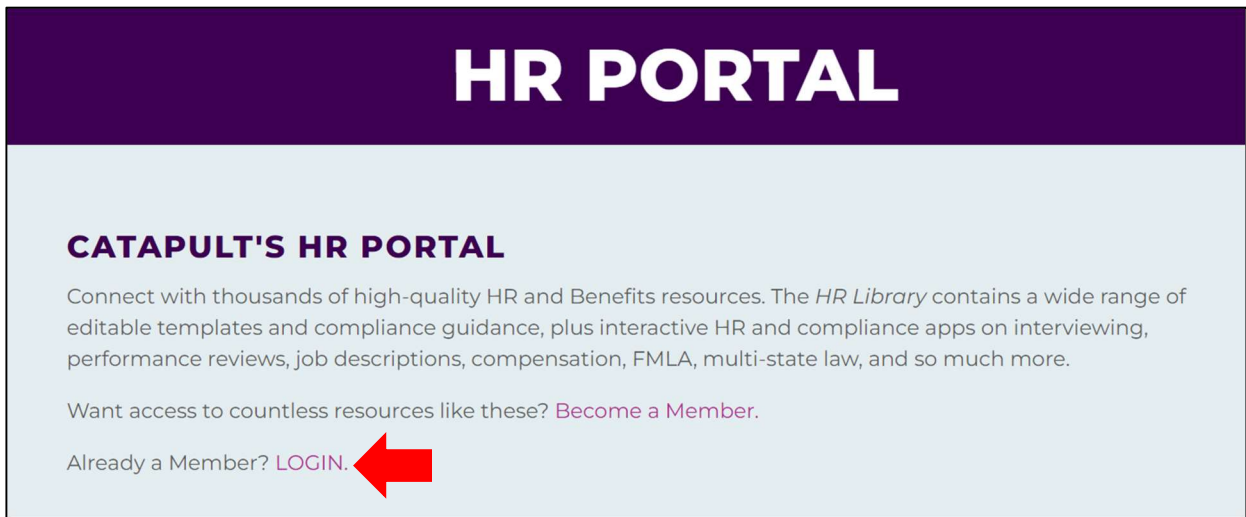
INSTRUCTIONS:
1. You must login into the main Catapult site – www.letscatapult.org – using your standard username and password.
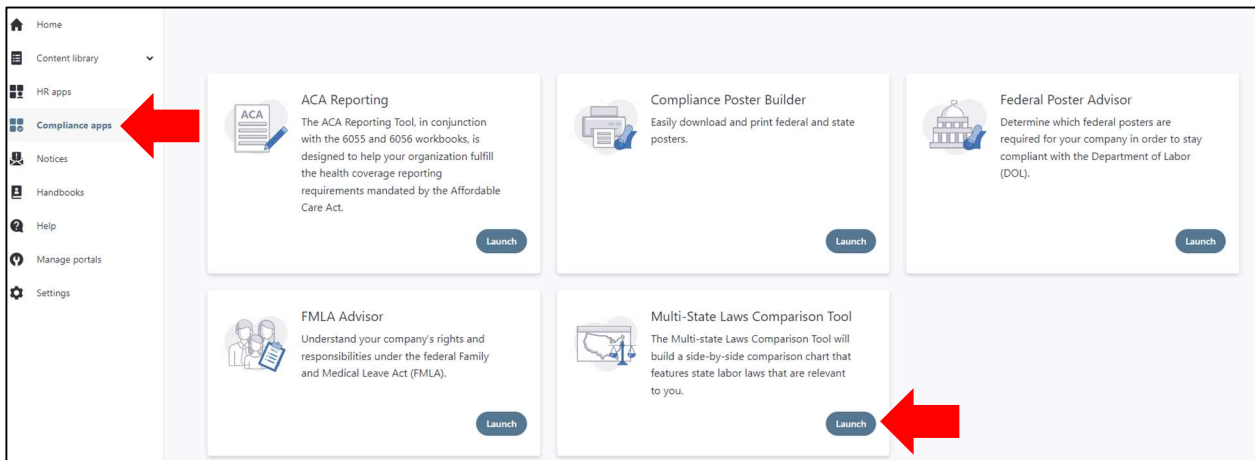

2. From the main page, select "Resources" and then "HR Portal".

3. Select "Login" on this page. If you've not previously accessed the portal, you will be prompted to validate your email address. Upon future logins, you'll be automatically logged into this content site through our Catapult SSO (single sign-on) anytime you are logged in with your existing Member credentials.

4. Once in the HR Portal, follow these steps. Select "Compliance Apps" from the left toolbar. Then, click "Launch" on the "Multi-State Comparison Tool".

Once in the tool, follow the prompts of selecting the applicable states and the employment laws for which you need information. You can then create and download the report as a MS Word of PDF document.

INCLUDED STATE LAWS:

Arrests & Convictions	Final Pay Requirements	Personal Information Protection
Child Labor	Immigration / Verifying Employment Eligibility	Posters
Continuation of Benefits	Mandated Benefits	Recordkeeping
Deductions from Wages	Meal & Rest Breaks	Smoking
Discrimination	Minimum Wage	Unemployment
Drug Testing	New Hire Reporting	Wage Payment Timing
Employee Leave	Occupational Safety & Health	Workers' Comp
Family & Medical Leave	Overtime	