



2018

End-Of-Year HR
Compliance Checklist

End-Of-Year HR Compliance Checklist

Human Resources

- Review HR budget for 2019 and begin to allocate resources.
- Plan and perform annual performance reviews.
- Review and update all company policies.
- Update employee notices and checklists, such as notices required for new hires or upon termination.
- Remind employees to update their personal information for benefits cards, tax documents, etc. In particular, employees should update the following items:
 - Home address/Mailing address
 - Phone number
 - Beneficiary for life insurance
 - Name change
 - Emergency contacts
 - Dependent information
- Review vendor contracts and set up renewal details: create calendar reminders for renewals.

- Back up necessary HR data and personnel files according to applicable retention policy. Delete or store any old or unnecessary physical or digital files.
- Plan for vacation requests to ensure adequate coverage. Inform employees if they are approaching any PTO or vacation caps (as allowed by your state).
- Create and distribute vacation calendar for 2019.
- Publish or update holiday calendars. Note dates on which holidays are observed.

"Set goals for next year. Don't forget to take the time for some strategic planning. Reflect on the past year, note anything that could be improved, and plan your actions to make it happen."

- Shelly Nelsen, HR and Compliance Manager

Compliance

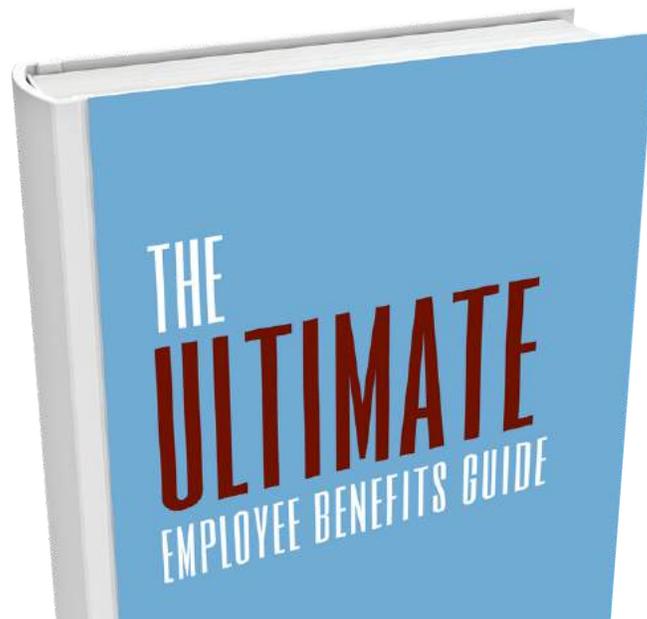
- Research new state, city, or federal labor laws.
- Ensure [employee classification](#) compliance. Workers should be in the correct class code for the work they perform.
- Update the [employee handbook](#).
- Audit and organize personnel files for compliance.
- Verify that correct labor laws are properly posted.
- Schedule training and license or certification renewals. Create a calendar of required training and renewals.
- Update OSHA logs.
- Become familiar with any applicable new or amended OSHA regulations.
- Document that employees have completed training on OSHA-mandated standards that apply to the company.
- Distribute annual notices to employees.
- Separate termed employee files from active employee files.

Benefits

- Prepare for [ACA compliance](#):
 - [Calculate your FTE number](#) in 2018 to determine if you are an ALE (50+) in 2019.
 - [If an ALE](#): check that your health plan is a qualified health plan, offering to all full-time employees and meeting minimum value, minimum essential coverage, and affordability.
 - Non-ALEs: be aware that if you offer a health plan, there are some ACA rules that apply.
 - Verify if your plan is grandfathered and exempt from some of the ACA's requirements; if so, provide a status notice in your enrollment materials.
 - Distribute health insurance marketplace notices to new hires who are benefit eligible.
 - Prepare for reporting forms 1094-C and 1095-C to the IRS and 1095-C statements to employees; determine who reports (insurer or employer).
 - Continue reporting aggregate cost of health plan coverage on your employees' Forms W-2.

- Examine [benefits package](#):
 - Compare offerings to market averages to stay competitive.
 - Update benefits package if needed:
 - Adjust annual out-of-pocket limits for your health plan; 2019 maximum is \$7,900 for self only and \$15,800 for family coverage.
 - If you offer an HDHP, the 2019 annual out-of-pocket limit is \$6,750 for self only and \$13,500 for family coverage.
 - Adjust also for minimum deductibles and maximum contribution limits to the HSA-compatible HDHP:
 - Minimum HDHP deductibles: self-only = \$1,350 and Family = \$2,700
 - Maximum HSA contribution Limits: self-only = \$3,500 and Family = \$7,000
 - The FSA Health annual pre-tax limit is unchanged at \$2,650 in 2019.
 - Update or have in place a Summary Plan Description document for each of your health and welfare plans and provide it within 90 days to new participants; every 5 years with changes; otherwise, every 10 years.
 - Distribute Summary of Benefits and Coverage (SBC) documents to enrollees and participants using the updated template.
 - Distribute annual required notices: Annual CHIPRA, Women's Health & Cancer Rights, Medicare Part D (by Oct. 15th), HIPAA Privacy Notice (if self-funded).
 - Ensure that wellness programs follow compliance requirements under EEOC, Americans with Disabilities Act (ADA), and Genetic Information Nondiscrimination Act (GINA).

- Finalize [open enrollment](#) details and verify that employees have made necessary changes:
 - Ensure that elections are completed and returned by the due date or before the new year begins for plans that have pre-tax contributions.
 - Verify employee dependent coverage.
 - FSAs must be elected each year in order to participate; determine if current year unused balances carry over to the next year or if you lose the money if unspent by December 31st.
- Distribute new health insurance cards.
- Ensure proper PTO carryover or pay out PTO.



SNAG A COPY OF THE ULTIMATE
EMPLOYEE BENEFITS GUIDE [HERE](#)

Payroll

- Review company-wide salaries and compensation:
 - Plan any necessary cost-of-living adjustments.
 - Compare your offerings to market averages to stay competitive.
 - Check for minimum wage changes at federal, state, and city levels.
- Schedule and issue holiday bonuses.
- Prepare for the first payroll run of 2019.
- Confirm 2019 payroll schedule.
- Order W-2s and 1099s.
- Invite employees to review personal information (e.g. mailing address, social security number, W-4 tax and withholding information).
- If applicable, make sure these are submitted before processing the last payroll in 2018:
 - Bonuses
 - PTO/Vacation/Sick payouts
 - Cash and prizes
 - Gift cards and certificates
 - Business expense reimbursements under a non-accountable plan
 - Personal use of company vehicles
 - Company property used for personal use, ie laptops or company vehicles
 - Moving expenses
 - Group term life over \$50,000
- Encourage all employees to enroll and receive their W-2's electronically, if available.

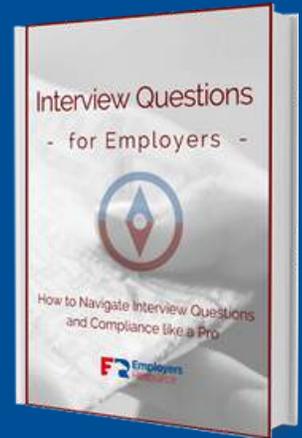
Hiring

- Review hiring processes for compliance and effectiveness. Review these processes:
 - [Recruiting](#)
 - [Interviewing](#)
 - [Onboarding](#)
 - [Engagement and Retention](#)
- Check with departments for staffing needs and start planning for new hires.

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and Compliance like a Pro.

[DOWNLOAD THE "INTERVIEW QUESTIONS FOR EMPLOYERS" EBOOK](#)>>



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