



## **HR Compliance Checklist**

Stay Legal, Stay Confident

While this guide is designed as a checklist for the DIYers out there, if it seems scary or you don't have the time, then let us handle it for you.

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### **Welcome!**

Being compliant today and as you grow sets your business up for success. The cost of non-compliance can lead to devastating problems. By knowing your legal and regulatory requirements for all the stages of your business, you are protecting yourself, your business, and your employees.

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#### **1. Hiring & Classification**

- Get an EIN from the IRS
  - Verify employee eligibility (Form I-9)
  - Classify workers correctly (employee vs. independent contractor)
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#### **2. New Hire Requirements**

- Report new hires to your state
  - Provide required notices (e.g., wage notice)
  - Collect W-4 and state tax forms
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#### **3. Posters & Disclosures**

- Display federal and state labor law posters
- FMLA (if 50+ employees)
- OSHA notices (even with just one employee)

#### **4. Wage & Hour Laws**

- Understand minimum wage (federal and state)
  - Pay frequency and paystub requirements
  - Overtime laws (FLSA compliance)
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#### **5. Benefits & Leaves**

- Provide workers' compensation
  - Comply with sick leave/PTO laws (varies by state)
  - Understand unpaid leave laws (e.g., FMLA, ADA)
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#### **6. Recordkeeping & Policies**

- Keep records for time worked, pay, I-9s, etc.
  - Create basic HR policies: attendance, code of conduct
  - Retain personnel files securely
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### **Final Thoughts & Resources**

#### **Congratulations!**

A compliant business is the foundation for success.

#### **Need Help?**

We help small businesses with smart, compliant HR solutions.