



Human Resources Professionals 2023 Year-End Checklist

Review & Update

- Review the HR Strategic plan and goals for 2024 with the executive and HR teams
- Review employee handbook and separate policies for updated employment laws (local, state & federal); consider multi-state requirements if workforce has geographically expanded
- Review IIPP and CPP for compliance updates and required trainings
- Consider additional policies, or updates, for strategy alignment (i.e. remote workforce, PTO, etc.)
- Audit files to ensure you have all current staff **SIGNED** acknowledgement forms of handbooks or separate policy agreements
- Revise and update any forms attached to updated policies or requirements (i.e. new hire pamphlets, W4's, etc.)
- Update and comply with all required compliance posters (on-site; hybrid; remote workforces; multi-state considered)
- Review and update any changes to your HR standard operating procedures
- HR calendar (payroll, holidays, events, trainings, etc.) updated and disseminated to staff

W2/1094/1095 Preparation

- Review HRIS system to ensure all employee information is up-to-date and accurate (including missing data).

Audit FTE's Headcount for Compliance Thresholds

- ACA compliance (50+ FTE's)
- FMLA (50+ FTE's)
- EEO-1 reporting (100+ EE's)
- California pay data reporting (100+ EE's)
- 401K benefit offering (1+ EE's)

Wage/Hour/Pay Impact

- Apply minimum wage increases (local, state, federal)
- Apply exempt status minimum salary requirement threshold
- Review exempt vs. non-exempt classifications
- Review remote or hybrid workforce policies on rest and meal break periods
- ACA minimum affordability threshold changes
- California pay data reporting preparation

Start the Year Off Right

- Remind staff of any wellness programs they have at their disposal to stay healthy and happy in the New Year
- Send a New Year message to staff that speaks to your company values, accomplishments, and gratitude for all the hard work and success they have achieved