



- 🍏 ***Prepare Form 1094 and Form 1095***, employers with 50 or more employees
- 🍏 ***Amend Employees' Pre-Tax FSA Contributions*** to Meet Any Increases or Carry-overs.
- 🍏 ***Ensure Proper PTO Carryover to 2022 as Applicable.***
- 🍏 ***Review Employee Classification Compliance.***
- 🍏 ***Review/Update Employee Handbook.***
- 🍏 ***Audit Personnel Files for Compliance.***
- 🍏 ***Audit I-9s for Compliance.***
- 🍏 ***Verify Correct Labor Law Posters are Properly Posted.***
- 🍏 ***Research New Laws Taking Effect for the Upcoming Year.***
- 🍏 ***Review OSHA Practices.*** OSHA requires the annual summary of injuries and illnesses be posted by February 1st and kept in place till April 1st unless you have 10 or fewer employees or are a business in an exempt industry.
- 🍏 ***Distribute Annual Notices to Employees, if applicable.***
- 🍏 ***Ensure Required Training is Completed.*** Be sure to check and see if your state has regulations about training requirements such as annual anti-harassment training.
- 🍏 ***Move Terminated Personnel Files to Storage.*** Be sure to follow record retention requirements for your location.
- 🍏 ***Review Recruitment and Hiring Processes.*** Analyze the recruitment process, from determination of staffing need through to onboarding. Is the onboarding process too long? How are you handling pre-employment background checks? Is there adequate time allotted to the new hire's training period?
- 🍏 ***Evaluate the Employment Application.*** Is it legally compliant? Does it meet applicable "Ban the Box" and salary history ban requirements?
- 🍏 ***Update Job Descriptions.*** Review the existing job descriptions and update, as necessary.
- 🍏 ***Assess Your Termination of Employment Procedures.*** Do you obtain a resignation notice for a voluntary termination of employment? Is there a formal review of the situation before an employee is fired? Do you follow your state's requirements for last paychecks and any required notices?

- 🍏 ***Analyze Documentation.*** Do you utilize a termination checklist? Do you have the corrective action form(s) needed for an involuntary termination?
- 🍏 ***Look Over Past Year's Exit Interviews.*** Review and analyze for trends.
- 🍏 ***Conduct Annual Performance Reviews.***
- 🍏 ***Review and Update Company Policies.*** Ensure to make these changes when updating the employee handbook.
- 🍏 ***Remind Employees to Update Information.*** This information may include addresses, contact information, tax documents, etc.
- 🍏 ***Examine Vendor Contracts and Set up Renewal Dates.***
- 🍏 ***Back-Up HR Data and Personnel Files.***