



## HR YEAR-END CHECKLIST

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### PAYROLL

- Verify all wage, tax, and benefits data in your payroll system
- Prepare and send W-2s and 1099s
- Provide employee “Total Compensation” statements, highlighting total annual pay *and* benefits
- Calculate CARES Act and FFCRA Tax Credits, ensure PPP compliance, and complete year-end tax reporting
- I highly recommend enlisting the help of a CPA if you haven’t done so already!

### BENEFITS

- Prepare and send required benefits notices, where applicable: CHIPRA, HIPAA, COBRA, Medicare Part D, etc.
- Plan benefits open enrollment (for January 1<sup>st</sup> insurance renewals)
- Prepare and send 1095c Forms and year-end ACA reporting (employers subject to the ACA)
- Prepare Form 5500 (for ERISA qualifying retirement plans)
- I highly recommend enlisting the help of a Benefits Broker for “shopping” the best insurance rates and ensuring insurance plan compliance

### COMPLIANCE

- Assess the impact on overtime calculation of the new FLSA fluctuating workweek rule ([FLSA guidance](#))
- Plan annual compliance training, i.e. HIPAA, sexual harassment, etc.
- Complete annual employee personnel record and Form I-9 compliance audit
- Update your employee handbook ([check out this e-guide](#))
- Be on the lookout for recent and upcoming HR compliance updates ([check out this list](#))
- Update your workplace compliance posters
- Prepare OSHA reporting (10+ employees) and EEO-1 reporting (100+ employees)

### GENERAL HR

- Plan the year-end holiday party or employee appreciation event ([check out this Employee Holiday Gift Guide](#))
- Request employee updates to personal info and emergency contacts
- Review driver’s license and vehicle insurance for qualifying employee drivers
- Publish the annual pay period schedule for employees
- Complete annual/quarterly employee performance reviews

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#### Need HR Support?

Contact Skye Mercer, MBA, SPHR, SHRM-SCP, Virtual HR Consultant & Leadership Coach at [skye@skyehrconsulting.com](mailto:skye@skyehrconsulting.com)