

Year-End HR REVIEW Checklist



- 1. Familiarize yourself with changes to any labor laws and HR compliance regulations.
- 2. Update employee files.
 - Review employee job descriptions and update if their role/responsibilities have changed.
 - Have employees fill out a form containing their up to date personal information as well as availability.
 - Review and document any changes to an employee schedule and compensation scale. Also take this time to ensure all performance reviews, disciplinary action documentation, and promotion/pay history are up to date and in a secure location.
 - Have employees review personal documents for accuracy.
- 3. Clean up and organize HR.
 - Check to ensure I-9's are completed for all active employees. Shred I-9's that are past their retention date.
 - Review who has access to confidential and personal information.
 - For hiring and recruiting, check to ensure onboarding material is up to date along with employee benefit documents. Discard any materials that are outdated or past their retention date.
- 4. Evaluate your HR compliance.
 - Obtain the most up to date federal, state, and local workplace posters. These can be found on the U.S. Department of Labor website. Keep a calendar handy of expiration dates for these notices so you can remain compliant.
 - Schedule a time with your employees to review workplace harassment and have one-on-one's to address any concerns.
 - If your business needs to maintain compliance with OSHA, be sure to provide annual team training. Check to ensure all training documents are up to date to reflect current OSHA training regulations.
 - If your business has access to Protected Health Information, then check to ensure you are in compliance with HIPAA regulations.
 - Review your current incident reporting processes and update as necessary to make them clear for your employees.
- 5. Update policies & practices.
 - Review and update employee handbooks to reflect your business and current laws.
 - Audit your payroll to guarantee benefits and deductions match up with invoices.
 - Give your team notice of the periods for open healthcare enrollment. Take the time to also review current plans and their cost to determine if they're a good fit for your business and employees.
- 6. **Create/Update record retention policy.** If you have a retention policy in place, make sure it's up to date to reflect current federal, state, and local regulations. If your business does not have a retention policy, now is the time to create one.
- 7. **Have a succession plan in place.** For small businesses, it's important to identify potential new leaders in the event of management turnover.
- 8. **Company-wide salary review.** To ensure your salary compensation keeps up with the market, an annual review should be done.
- 9. **Get feedback from employees.** Get feedback from your employees about how to make some of these processes easier.
- 10. **Plan for the future.** Try to keep all documents and materials organized to help you when it comes to future reviews.