

# YEAR-END HR CHECKLIST

## HR-Related Tasks to Help Small Businesses Prepare for the New Year.

New laws, regulations and ever-changing filing deadlines can make year-end a challenge. We've made it easy with a checklist of a few important HR tasks.

### PAYROLL

- 01** **Audit Employee Records.**  
☐ Review and update employee records, including Form I-9, and make sure inactive employees are terminated in your system and full-time employees (FTEs) are correctly classified.

- 02** **Prepare W-2 & W-3 Forms.**  
☐ Review employee records and remind employees to update their information by December 31. W-2 and W-3 are due January 31, 2019.

- 03** **Prepare Forms 1096 and 1099-MISC.**  
☐ If your business paid independent contractors or freelancers in 2018, you must file Forms 1096 and 1099-MISC by January 31, 2019.

- 04** **Prepare FUTA Form 940.**  
☐ Federal Unemployment Insurance (FUTA) tax must be filed by January 31, 2019.

### GENERAL HR

- 05** **Complete Performance Reviews.**  
☐ Conduct or schedule employee performance reviews according to your company's policies.

- 06** **Develop a 2019 Calendar.**  
☐ Create and distribute a calendar of vacation days and company-observed holidays for the coming year.

- 07** **Share Company Performance with Employees.**  
☐ Hold an employee meeting to share accomplishments, financial performance, and to announce goals for 2019.

### COMPLIANCE

- 08** **Check OSHA Reporting Requirements.**  
☐ Check if your company meets the Occupational Health and Safety Administration (OSHA) requirements for recording and posting work-related injuries and illnesses.

- 09** **Update Employee Handbook.**  
☐ Ensure your company is in compliance with new laws. Review policies for conduct, performance reviews, social media, benefits, holidays, procedures for inclement weather, termination, and workplace safety.

- 10** **Prepare EEO-1 Report.**  
☐ The Equal Employment Opportunity Commission (EEOC) requires applicable employers to submit an EEO-1 Report by March 31, 2019.

- 11** **Review Labor Laws.**  
☐ Review local and federal employment laws, including laws for overtime and filing requirements for contract workers and remote workers located in other states.

- 12** **Update Required Workplace Posters.**  
☐ Check with federal and local authorities about specific labor law notices your company may be required to post in your workplace.

- 13** **Schedule Required Training.**  
☐ Schedule employee training as required by federal and state laws and update required industry-specific certifications.

- 14** **Update New Hire Paperwork.**  
☐ Update information for new employees for 2019, including a W-4 and any state withholding tax documents.

### BENEFITS

- 15** **Calculate FTEs and Prepare ACA Reporting.**  
☐ Under the Affordable Care Act (ACA), the responsibility for health coverage is shared and reporting requirements depend on the number of FTEs.

- 16** **Prepare Forms 1094-C and 1095-C.**  
☐ Prepare Forms 1094-C and 1095-C for each FTE and provide 1095-C statements to employees. 2018 returns will not be accepted without health coverage information.

- 17** **Prepare a Health Plan Summary.**  
☐ Prepare and distribute a summary of your health plan to employees and offer to new employees within 90 days of initial coverage.

- 18** **Prepare an Employee Health Benefits Report.**  
☐ Employers must file Form 5500 if on the first day of an ERISA plan year, which is different than the policy year, 100 or more participants are enrolled in coverage.

- ☒ **Need Help?**  
Depending on your business and industry, your year-end checklist may be different and even more complex. As a certified Professional Employer Organization (PEO), Propel HR can save you both time and money, as well as protect your company from potential compliance violations. Let us show you how.



[www.propelhr.com](http://www.propelhr.com)