



**Us HR folks want to say a very
PC Happy Holidays to everyone celebrating
this time of year!**

**You've made your lists and checked them
twice....right?**

***Hint ~ we are NOT referring to your holiday lists but
to your Human Resources Year End Checklist!***

Below are some key areas that can be easily overlooked by companies with all of the year end hustle and bustle that goes on. However, failure to review these important points can create headaches for your company and not the kind caused by too much latkes' and eggnog!

Are you familiar with the Affordable Care Act Tax Provisions and Annual Reporting Responsibilities for 2016 and 2017? Be sure to contact your broker, as the fines have nearly doubled since 2015.

Are you reimbursing employees for their personal medical insurance coverage and travel expenses without charging accurate taxes?

- Are you charging accurate fees to process Income/Garnishment Withholding Orders through the payroll system?

- Have you updated your Drug & Alcohol policy to reflect new changes with medical marijuana?

- Are you aware of OSHA's newly announced rules regarding Post-Accident Drug & Alcohol testing and Injury and Illness Recordkeeping and Reporting Requirements? Are you still conducting post-accident testing after EVERY and ALL work-related injuries? Are you aware of OSHA's new penalties for non-compliance?

- Although the new FLSA Overtime Regulations, that were scheduled to go into effect on 12/1/2016 have been **delayed**, we recommend still ensuring your current employees are classified correctly.

- Do you offer paid time off and did you remind your staff about any end-of-the-year requirements to use their remaining vacation/PTO time before they lose it come 12/31/2016?

- How will you handle year end taxable benefits such as accounting for gift cards provided to staff throughout the year and as holiday gifts, use of the company car and term life insurance greater than \$50,000?

- Are you aware what the deadline is for filing the 2016 Claims for the Flexible Spending Account Program offered by your Company?

- Are you aware of the 2017 IRS W-2 and 1099 filing dates?

- Have you distributed the IRS Updates for HSA Contributions and Retirement Contributions for 2016?

- Winter is here! How will you handle company closings with your staff? Do you have a policy to address inclement weather? Natural disasters?

- Are your Federal, State & Local Labor posters in compliance?

- Have you updated your Employment Application to ensure it's compliant with recent changes?

- Have you made a note to remind yourself to obtain the 2017 W4 Form once it's released by the IRS in January 2017?

- Have you distributed W9 Forms to all of your consultants who will receive a 1099 for work performed in 2016?

- Have you asked your staff to update their emergency contact data sheets?

- Have you distributed the Holiday Schedule for 2017 so your staff know when the Company will be closed? (Will there be any Floating Holidays provided to staff?)

- Are you using the newest I-9 Form that was released in November 2016? Do your I-9s require re-verification? If so, has this been done? Are the I-9s filed in the general employee file (if so, they should not be!)?

- Have you done your staffing budget for 2017? Or are you going to use the old "hope and wing it approach?"

- Have you distributed the annual Workers Compensation Rights & Responsibilities Notice to your staff? Are you required to post your Workers' Compensation Physician Panel? If so, is it posted?

- Do you offer your employees opportunities for training and development? Are you utilizing Training Grants available through your State? If not, you could be missing out potentially on thousands of dollars of "free" money.

- Could your overtime practices trigger a Fair Labor Standards Act (FLSA) audit?

Have you reviewed job titles and revised job descriptions for employees whose jobs, duties, or roles have changed within this year? Be sure their FLSA exemption statuses are still accurate.

Did you get out those new policies yet? (Social Media, Parental Leave, Bring Your Own Device (BYOD)). Is your Active Shooter policy and plan in place? (You do have these, right?)

Have you finalized open enrollment details and examined the company's benefits package to stay competitive?

When you have questions about regulatory or other changes that may affect your company and your policies, contact McCloskey Partners and we will be sure to assist you or make sure you are directed to the appropriate industry experts.

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