



Don't let this happen to you... OMG I FORGOT!

Your Human Resources Year End Checklist

Wrapping up the end of 2017, it is time for making lists and checking them twice. 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 eggnog!

- Are all the required trainings completed? **Hint... have you trained your staff on what is appropriate and not appropriate conduct? (No, it's not ok to fondle that cute coworker... that would be considered "inappropriate" behavior!)**

Do your employees know the difference between Appropriate and Inappropriate Conduct? If your answer is... "I am not sure," schedule Sensitivity Awareness today to help minimize your company's risks. (contact dana@mccloskeypartners.com)

- Let's get some numbers crunched. Have you reviewed your Human Resources Dashboard? How did you perform this year? What quantifiable value has HR has provided to your organization this year? *Metrics recommended:* Turnover % compared to last year, Retention, Employee Survey/ Employee Satisfaction, # of open positions, # of Accidents, Training, etc.

- What are the Human Resources Strategic Initiatives for the next three (3) years and how do the initiatives correlate to increased revenue?
- Are the employee personnel files in good order? Do they contain forms that include dates of employment or social security numbers?
- Do you manage FMLA on a calendar year or 365 day rolling backwards period? (If you had 50 or more employees within the 2017 calendar year, you need to know the answer to this question.)
- Are you familiar with the Affordable Care Act Tax Provisions and how they affect your business? Are you familiar with how to calculate a full-time employee under ACA?
- Form 1095C is due to be delivered by 1/31/2018. *Delivered by* MEANS *Received by* not just post-marked by 1/31/2018.
- Have you updated your Time & Attendance system yet? Are you still requiring both salaried and hourly staff to clock all hours worked? (Not sure why this is a potential issue... Give us a call!)
- Are you aware of the changes regarding the Fair Credit Reporting Act (FCRA) and how these changes may affect how you are conducting background screenings? Are you running credit checks?
- Are you reimbursing employees for their personal medical insurance coverage and travel expenses and charging them the correct taxes?
- Are you charging employees the correct processing fee if they are receiving a live payroll check? Are you charging the right processing fee for garnishment checks?
- Have you updated your OSHA policy to be in compliance with recent changes to the Drug & Alcohol testing provisions?
- Do you have staff classified as Independent Contractors? Have you updated your policies and are your staff classified correctly?
- Do you offer vacation/ sick/ paid time off (PTO) 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 12/31/2017?

- 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 2017 Claims for the Flexible Spending Account (FSA) Program offered by your Company?
- Have you distributed the IRS Updates for the contribution limits in 2018 for HSA Contributions and Retirement Contributions?
- Winter is here! How will you handle company closings with your staff? Do you have a policy to address inclement weather?
- 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 2018 W4 Form once it's released by the IRS in January 2018?
- Have you distributed W9 Forms to all of your consultants who will receive a 1099 for work performed in 2017?
- The IRS recommended mileage reimbursement rate may increase in 2018. Be sure you are prepared should you need to update your Business Expense Reimbursement policies to reflect any changes.
- Have you asked your staff to update their emergency contact data sheets?
- Have you distributed the Holiday Schedule for 2017 and 2018 so your staff know when the Company will be closed? (Will there be any Floating Holidays provided to staff?)
- 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, its recommended that you move them to their own folder!)
- Have you done your staffing budget for 2018? Or are you going to use the old "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, Domestic Partnership Benefits, Bring Your Own Device (BYOD)) (You do have these, right?)
- Have you completed an end-of-year payroll audit to prepare for ACA 1095 and W2 reporting?
- Are you looking forward to the Performance Review Process; Objective Setting, Performance Feedback discussions, etc.?

For additional information on how to check off items from your business’s end-of-year checklist, contact McCloskey Partners, LLC.

McCloskey Partners, LLC is your Human Resources & Recruiting & Training Provider. Contact us today to discuss this Year End Checklist at: Phone: 215-716-3035 x 712. To learn more about our services, stop on by our website: www.mccloskeypartners.com or e-mail us at dana@mccloskeypartners.com

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