



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

Your Human Resources Year End Checklist

As we head into the end of 2015, it is time to start 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 you familiar with the Affordable Care Act Tax Provisions and Annual Reporting Responsibilities for 2015 and 2016? Be sure to contact your broker.

- Employers must recognize same sex marriages. Have you updated your benefits policies?

- 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 ready to make changes if the currently proposed Overtime Rules go into effect?

- The ADA will be including reasonable accommodation for pregnant employees, to meet EEOC changes. Have you updated your policies to be ready for this change?

In July 2015, the definition of an Independent Contractor was redefined. Have you updated your policies and are you staff 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 12/31/2015?

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 2015 Claims for the Flexible Spending Account Program offered by your Company?

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?

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 2016 W4 Form once it's released by the IRS in January 2016?

Have you distributed W9 Forms to all of your consultants who will receive a 1099 for work performed in 2015?

The IRS recommended mileage reimbursement rate may increase in 2016. 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 2016 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?

Have you done your staffing budget for 2016? 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, Bring Your Own Device (BYOD)) (You do have these, right?)

For additional information on how to check off items from your business's end-of-year checklist, contact McCloskey Partners, LLC; Phone: 215-716-3035 ; Fax: 215-220-3422; www.mccloskeypartners.com; e-mail Admin@mccloskeypartners.com.

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