

# CHECKLIST | YEAR-END HR ACTIVITIES

Presented by ECG Insurance

The end of the year is usually an extremely busy time for HR professionals. There's a lot they must do in a relatively short time period to close out the year and prepare for the upcoming one. A smooth and effective year-end process can help ensure HR professionals comply with relevant laws and regulations and that necessary tasks are completed in an orderly manner. This checklist can assist HR professionals like you in developing and maintaining an effective year-end process and outlines key activities to consider completing before the end of the year.

The following checklist is not an all-encompassing year-end list but rather an overview of common HR activities. This checklist is intended to be used as a guide, and the steps in this list should be modified to meet the unique needs of your organization. Due to the complexities and legal requirements of some of these activities, employers are encouraged to seek legal counsel to address specific issues and concerns.

| Compliance  | Completed                | Not Applicable           |
|---|--------------------------|--------------------------|
| Research federal, state and local employment and labor laws for all locations where the organization's employees work.    | <input type="checkbox"/> | <input type="checkbox"/> |
| Review and update the employee handbook and employment policies.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Audit employee personnel files.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Transfer personnel files of terminated employees to storage (ensuring all applicable recordkeeping requirements are met). | <input type="checkbox"/> | <input type="checkbox"/> |
| Update workplace employment and labor law posters and notices.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure all required workplace employee trainings are completed.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Prepare and distribute annual compliance notices, such as the Children's Health Insurance Program Notice, to employees.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Review the organization's insurance policies, including workers' compensation policies.                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Update OSHA logs of work-related injuries and illnesses (Forms 300, 300A and 301).  | <input type="checkbox"/> | <input type="checkbox"/> |
| File EEO-1 Component 1 report with the U.S. Equal Employment Opportunity Commission, if applicable.                       | <input type="checkbox"/> | <input type="checkbox"/> |

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| Payroll and Taxes   | Completed                | Not Applicable           |
|---|--------------------------|--------------------------|
| Audit the organization's payroll balances.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Confirm the payroll schedule for the new year.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Prepare for the organization's first payroll run of the new year.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule and issue holiday or end-of-year bonuses to eligible employees.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Review and calculate any employee carryover balances for unused time off.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Add to payroll any unused time off to be paid out to eligible employees.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Prepare Withholding for Social Security and Employer's Annual Federal Unemployment Tax Return forms.              | <input type="checkbox"/> | <input type="checkbox"/> |
| Review all employee wage, tax and withholding information.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Verify the contact information for each employee.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Prepare, verify and distribute Forms W-2 and 1099 for each employee and contractor.                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Compare the organization's salary ranges to the market average and make cost-of-living adjustments, if necessary. | <input type="checkbox"/> | <input type="checkbox"/> |

| Employee Benefits   | Completed                | Not Applicable           |
|---|--------------------------|--------------------------|
| Renew group health insurance policies, if applicable.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Review all healthcare plan filing requirements and deadlines.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Prepare and distribute Medicare Part D notices to all eligible employees.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Audit the number of full-time employees to determine whether the organization is an applicable large employer under the Affordable Care Act (ACA), if applicable.                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Review and comply with the ACA's annual reporting requirements, such as preparing Forms 1094-C and 1095-C, distributing employee notices and checking the grandfathered status of plans, if applicable. | <input type="checkbox"/> | <input type="checkbox"/> |
| Examine the organization's employee benefits packages and compare the benefits to what other organizations offer to remain competitive.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Conduct an employee benefits survey.  | <input type="checkbox"/> | <input type="checkbox"/> |

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| Revise employee benefits packages, if necessary.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Finalize open enrollment details, including preparing employee communications and scheduling informational meetings, if applicable.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Verify dependent health coverage for employees.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Distribute health insurance cards to employees.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Determine the rollover amount for the organization's health flexible spending account and remind employees to spend any balances exceeding the plan's threshold carryover amount before the end of the year. | <input type="checkbox"/> | <input type="checkbox"/> |

| General HR Activities  | Completed                | Not Applicable           |
|--|--------------------------|--------------------------|
| Perform annual employee performance reviews.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Review and update all organizational policies and procedures, including the organization's record retention policies.                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Ask employees to update their personal information, including their contact information.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Create and distribute next year's workplace calendar outlining important dates, such as company-observed holidays and employee training schedules. | <input type="checkbox"/> | <input type="checkbox"/> |
| Review and update job descriptions.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Create or update the organization's business continuity plan.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure all employees have completed any required workplace trainings.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Establish and review the annual HR organizational budget.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Review any HR-related metrics, such as employee turnover rate, and establish organizational goals for the new year.                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Review all HR processes, such as onboarding and employee engagement, and implement any needed changes to improve processes for the new year.       | <input type="checkbox"/> | <input type="checkbox"/> |

Year-end activities can seem endless, leaving many HR professionals feeling overwhelmed. Preparing early can help you wrap up this year properly and set your organization up for success next year. Establishing a formal year-end process can improve operational and administrative efficiency to save your organization time and money and reduce potential legal liabilities.

For assistance with year-end planning, contact ECG Insurance today.

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