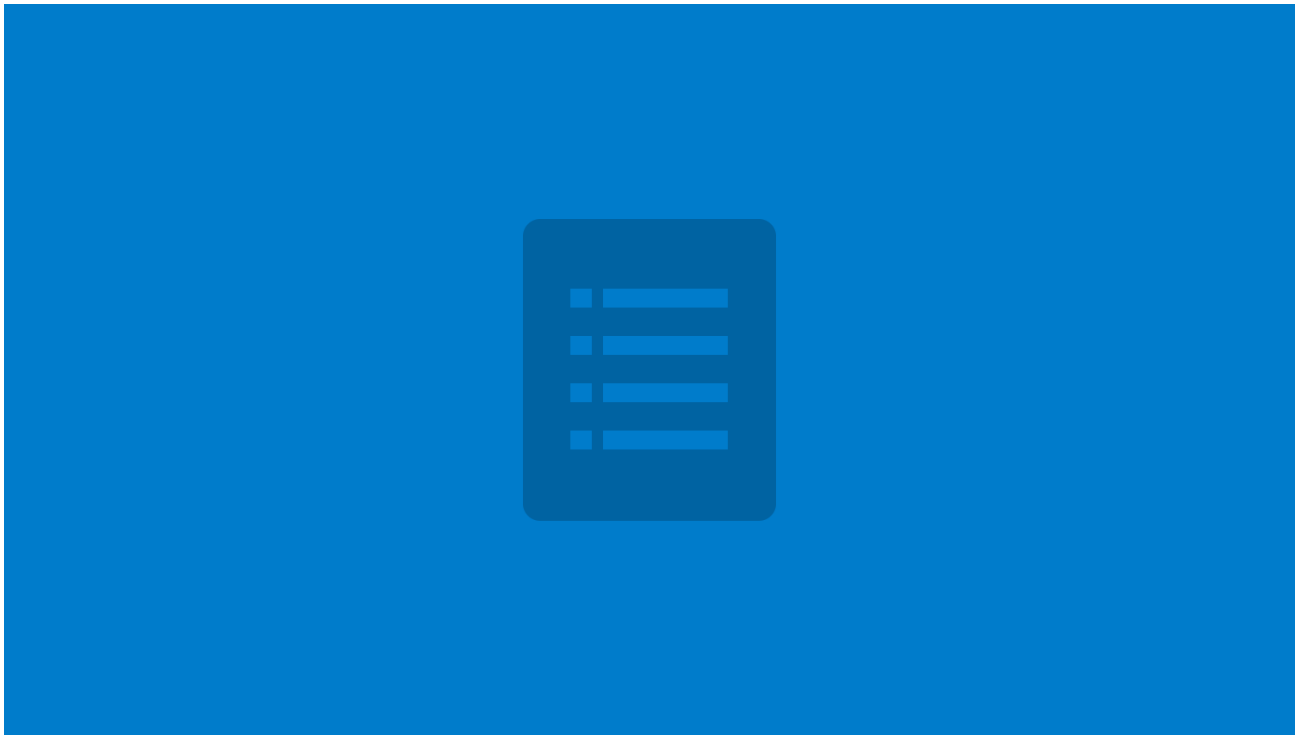
Year-End HR Checklist

Use our handy checklist to track and manage your year-end HR leads



October+November

- [ ] Start updating employee contact information to avoid penalities
- [ ] Prepare for benefits renewal and open enrollment.
- [ ] Start preparing for affordable care act (ACA) renewal reporting.
- [ ] Renewal employee classification
- [ ] Renewal medicare part D reporting.
- [ ] Conduct budget planning for the next year

December

- [ ] Review and update files for compliance
- [ ] Finish updating employee contact information to avoid penalities
- [ ] Review your information for ACA annual reporting
- [ ] Review your record retention standards
- [ ] Review retirement plan contributions
- [ ] Prepare for forms w-2 and 1099-MISC distribution

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