Human Resources

Compliance Checklist

Green Payroll LLC

Managing people is at the heart of every successful business—but with ever-changing labor laws and regulations constantly changing, staying compliant can be challenging. This checklist helps you cover key areas, reduce risk, and protect your team.

Recruitment and Hiring

- [ ] Write clear, compliant job descriptions.
- [ ] Avoid bias and follow EEO laws.
- [ ] Get written consent for background checks.
- [ ] Issue clear and legally compliant offer letters or employment contracts.
- [ ] Disclose salary ranges where legally required.

Employee Classification

- [ ] Correctly classify employees as exempt vs. non-exempt.
- [ ] Correctly classify workers as 1099 independent contractors or W-2 employees.

Payroll and Benefits Compliance

- [ ] Follow minimum wage and overtime laws.
- [ ] Withhold taxes correctly (Social Security, Medicare, etc.).
- [ ] Distribute W-2s and other tax forms ahead of the deadline.
- [ ] Offer legally required benefits (ACA, FMLA, workers' comp, etc.).

Workplace Policies

- [ ] Share a detailed employee handbook.
- [ ] Enforce anti-harassment and anti-discrimination policies.
- [ ] Comply with leave laws (FMLA, paid sick/vacation time).
- [ ] Meet OSHA health and safety standards.
- [ ] Provide anonymous reporting channels for employees.
- [ ] Set clear remote work and reimbursement policies.
- [ ] Address marijuana/drug use per state laws.

Training and Development

- [ ] Train staff on harassment, ethics, and inclusion.
- [ ] Offer role-specific and industry-mandated training.
- [ ] Provide unconscious bias/diversity training.
- [ ] Track employee training completion.

Health and Safety

- [ ] Post and review emergency plans.
- [ ] Clearly explain injury/illness reporting procedures.
- [ ] Conduct regular safety drills and "Toolbox Talks."

Recordkeeping

- [ ] Keep hiring, performance, and termination records.
- [ ] Retain payroll records (minimum 3 years).
- [ ] Complete and store I-9 forms.

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Termination Procedures

- [ ] Document termination reasons and processes.
- [ ] Follow notice requirements (federal, state, and local).
- [ ] Deliver final pay (including unused PTO).
- [ ] OPTIONAL: Conduct exit interviews.

Equal Opportunity and Diversity Initiatives

- [ ] File EEO-1 document (if required).
- [ ] Build diversity and inclusion programs.
- [ ] Audit pay equity and promotion practices.

Data Privacy and Security

- [ ] Use secure systems for employee, company, and client data.
- [ ] Set and enforce data access/breach policies.
- [ ] Train staff on cybersecurity best practices.

Regular Audits and Updates

- [ ] Regularly review HR policies and records.
- [ ] Monitor law changes (federal, state, and local).
- [ ] Bring in experts as needed for complex compliance requirements.

General

- [ ] Post required workplace notices.
- [ ] Keep a compliance calendar (e.g., OSHA, ACA, and COBRA notices).
- [ ] Respect NLRA rights (unionizing, protected activity, etc.).



When in doubt, consult with a legal or HR expert like **Green Payroll!** It's easier to fix now than face penalties later.

Need help? Green Payroll is here to guide you!