

pilot



Operational checklist

step-by-step





Payroll and compliance

☐

Do you have a payroll system to pay employees and contractors?

☐

What is your payroll frequency, and is it compliant with state requirements?

☐

Do you have a payroll calendar to ensure payments aren't missed?

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Are you remitting state and local payroll taxes accurately and on time for each employee (including remote workers)?

☐

Do you know the payroll/tax requirements where each employee lives and works?



The operational checklist



Payroll and compliance

☐

Are you compliant with payroll/tax requirements in every state where your employees live and/or work?

☐

Do you process timesheets or contractor invoices to run payroll?

☐

Do you issue W-2s and 1099s at year-end?

☐

Do you have policies in place for sick leave, paid time off (PTO) accruals, and overtime (OT) pay rules?



HR and benefits

☐

Do you use an HR system to onboard new employees and remain compliant?

☐

How do you manage benefits enrollment and premium payments?

☐

Do you collect and track I-9 documentation for all employees?

☐

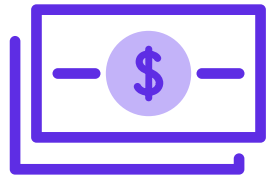
Do you collect and track W-9s (U.S.) or W-8BENs (international) for all contractors?

☐

Do you provide and track required benefits (health, retirement, disability, etc.)?

☐

Do you have a clear process for handling benefit eligibility across states?



Accounts payable (AP)

☐

How do you pay vendor invoices?

☐

Do you have controls in place to avoid missed invoices or late fees?

☐

Do you process employee reimbursements through a formal system?

☐

Do you issue 1099s to vendors and contractors at year-end?



Accounts receivable (AR)

☐

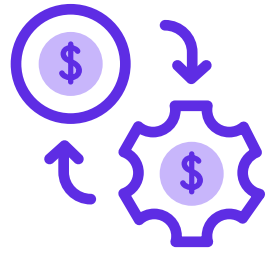
Do you use a system to send and track invoices?

☐

Do you have a collections process for overdue payments?

☐

Do you receive paper checks and process them manually?



Equity and stock administration

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How do you manage your cap table?

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Is your cap table simple (≤ 10 stakeholders) or complex?



Insurance coverage

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Do you have workers' compensation insurance?

☐

Do you carry general liability insurance?

☐

Do you carry D&O or EPLI insurance (if you have a board or a growing team) ?

☐

Do you know the renewal dates and coverage limits for each policy?



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