

CHECKLIST

Small-Employer HR Compliance Checklist

The essentials most growing employers need to cover — from new-hire paperwork to annual review.

SPIRIT HR · RESOURCE CHECKLIST

New-hire paperwork

- ☐ **Form I-9** completed within required timeframe; documents reviewed.
- ☐ **Form W-4** (federal) and any state withholding forms collected.
- ☐ **State new-hire reporting** filed.
- ☐ **E-Verify** completed (if required in your state or by contract).
- ☐ Signed **offer letter** and job description on file.
- ☐ **Handbook acknowledgment** signed.
- ☐ Direct deposit and emergency contact collected.
- ☐ Benefits enrollment forms distributed.

Required workplace postings

- ☐ Federal labor-law posters (FLSA, FMLA if applicable, EEO, OSHA, employee polygraph).
- ☐ State and local posters current and displayed.
- ☐ Remote employees given electronic access to required notices.

Payroll & tax

- ☐ Workers correctly classified as **employee vs. contractor**.
- ☐ Employees correctly classified as **exempt vs. non-exempt** under the FLSA.
- ☐ Overtime calculated and paid correctly.
- ☐ Payroll tax deposits and returns (941/940 and state) filed on time.
- ☐ Minimum-wage and pay-frequency rules for your state met.

Benefits & ACA

- ☐ ACA applicable-large-employer status reviewed (50+ full-time equivalents).

- ☐ Offers of coverage and affordability documented.
- ☐ Forms **1094-C / 1095-C** filed if required.
- ☐ COBRA and required benefit notices distributed.

Recordkeeping & retention

- ☐ Personnel, payroll, I-9, and medical records stored separately and securely.
- ☐ Retention schedules followed for each record type.
- ☐ Access limited to those who need it.

Policies & annual review

- ☐ Employee handbook reviewed and updated in the last 12 months.
- ☐ Anti-harassment, leave, PTO, and remote-work policies current.
- ☐ Manager training on compliance basics completed.
- ☐ Handbook re-acknowledged after major updates.

Not sure where you stand?

Spirit HR handles payroll, benefits, workers' comp, and HR compliance for growing businesses — with a dedicated team that actually knows you.

Let us analyze your current employment costs and show you where you can save — no obligation.

Get a free cost analysis · (405) 951-5300 · spirithr.com

Compliance requirements vary significantly by state, locality, and company size, and this list is not exhaustive. This guide is provided for general informational purposes only and is not legal, tax, or HR advice. Employment laws vary by state and change over time. Confirm requirements for your business with qualified legal counsel, a licensed CPA, or the relevant agency before acting. © Spirit HR.