

2021 Payroll and HR Compliance Checklist

Payroll

- Confirm the 2021 payroll schedule. This [Proliant Calendar](#) will help.
- Prepare for the first payroll run of the year.
- Meet with your payroll team and find out their needs, expectations, and anything they're worried about going into the new year.
- Make sure they are prepared and have the tools necessary to perform duties.

Benefits

- Calculate your FTE number to determine if you are an Applicable Large Employer (ALE with 50+ full-time equivalent employees) in 2021.
- If you are an ALE: Prepare for ACA reporting requirements.
- Modify summary plan descriptions (if there are changes) and distribute to new participants. If no changes, distribute every 5-10 years or annually if any updates include:
 - Notice of special enrollment rights
 - Qualifying events (including the two marketplace exchange events)
 - Wellness program disclosure
 - Medical child support order written procedures are in place
- Consider a wrap plan document when a certificate of insurance or plan document doesn't contain all of the required eligibility rules and federal notice language that is needed
- Audits for post annual enrollment
 - Ensure elections are correctly loaded with plan carriers
 - Life insurance audit to identify any elections requiring evidence of insurability

HR

- Review budget and allocations for accuracy to prevent overspending.
- Schedule any remaining performance reviews.
- Review and update all company policies.
- Remind employees to update their personal information for benefits cards, tax documents, etc.
- These are the main things employees should review to ensure accuracy:
 - Home address/Mailing address
 - Phone number
 - The beneficiary for life insurance
 - Name change
 - Emergency contacts
 - Dependent information

Compliance

- Double-check your employee classifications. This [IRS Classification checklist](#) is awesome.
- Update all internal resources for an employee handbook and company policies. Check out our employee handbook checklist [here](#).
- Issue updated employee handbook to employees
- Verify that labor law posters are current

We are here to help...

We have helped many clients over the years make sure they move into the new year without any compliance headaches. Contact us at PeopleFirst@Proliant.com