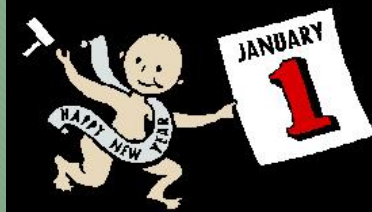




# FPHRA E-News

December 2014, Issue 5

## Ring In the New Year in Human Resources



### Year End Human Resources Checklist

Posted by [ProjectHR](#)

**“As the year approaches an end, what are some of the activities I should be reviewing in order to ensure legal compliance for the upcoming 2015 year?”**

Typically, the most notable areas of Human Resources that HR Professionals, Business Owners, and Managers focus on includes payroll and benefits - however, these are not the only Human Resource activities that are essential for your review each year.

The following payroll and benefit areas are often reviewed in preparation of year end, starting in November and need to be completed by December 31st. Unfortunately, some are not known until the last few days (and sometimes hours) as they are determined by various government agencies. Here's our Year End Human Resource Checklist for Employee Benefits:

- Employee Vacation Balances: Use it or Lose it;
- Employee Contributions to Social Security-Changes in Contribution Rates for 2015;
- Taxable benefits such as use of the company car and group term life insurance greater than \$50,000;
- Deadlines for filing current year claims for Health Flexible Savings Accounts; and
- IRS limits on HSA contributions and retirement plan contributions for 2015.

In a company's Human Resources and Payroll area, there are a number of particularly time consuming processes that occur at year end. These Year End processes are critical and some of the non-payroll related Human Resources activities that often get overlooked but should be performed annually (at year end). Remember this checklist:

- Federal Labor Law Posters updated (for 2015 all companies need new labor posters to be compliant with the most recent NLRB posting requirement affecting all businesses);
- State Labor Law Posters updated;
- Job Descriptions reviewed;
- Update Employee and Contractor Forms including IRS W-4 and IRS W-9;
- Employee Handbook Reviewed;
- Employee Vacation Schedule produced;
- Determine Dates of Recognized Company Holidays for 2015;
- Employee Address Review (to ensure correct mailing address for W-2s);
- Review and replace forms, postings and other information based a calendar year end;
- Review Human Resource Budget and activity for upcoming year; and

Year end activity is a double edged sword for Business Owners, Managers, and Human Resource Professionals. The good thing is that the majority of activity that has to be done at year end for Human Resources and payroll is the same every year - so it becomes routine and HR Professionals can put together a Year End Checklist for future years.

The downside of Year End Human Resource Checklist and related activity is that much of the work and changes have to be done in the last few weeks, days and hours of the year and are dependent various laws and other requirements which require diligent and timely research to make sure you have the most current and correct information in order to avoid costly fines or potential lawsuits.

Helpful forms and resources for the New Year:

[2015 W-4 Form.pdf](#)

[Florida Minimum Wage 2015 Announcement.pdf](#)

[2015 Limits for Health Accounts and Deferred Comp.pdf](#)

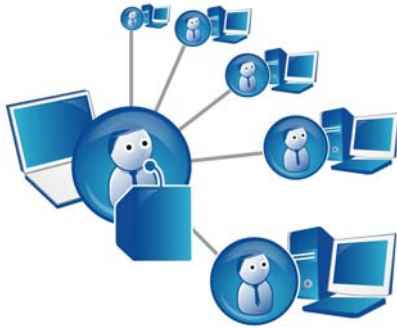
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### **Certification through FPHRA**

PPP Certification is one more way to distinguish yourself from other HR Professionals. Certification requirements are listed on the website. Full pre-conference Foundations attendance is mandatory along with 3 of the 5 most recent main conferences. An additional 24 hours of other approved training is required, which can consist of Webinars, Regionals, or full attendance to the Masters or Focus pre-conference seminars. If you are already certified, please be sure to track when you are due for your recertification. See recertification requirements on the website.

Remember to check your membership profile page for accuracy of information including your email address, name spelling, title, and attendance dates.



### **FPHRA Webinars**

FPHRA will have available to all paid members Webinars on various topics. All participants will get credit towards their certification/recertification hours for participating in the webinar session.

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