

10 Things To Do Right Now

**To limit liability, prepare for the year,
and be the best HR pro you can be**



Your Hosts



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Update your pre-hire process





Get your
Employee
Handbook in
order

Conduct stay interviews



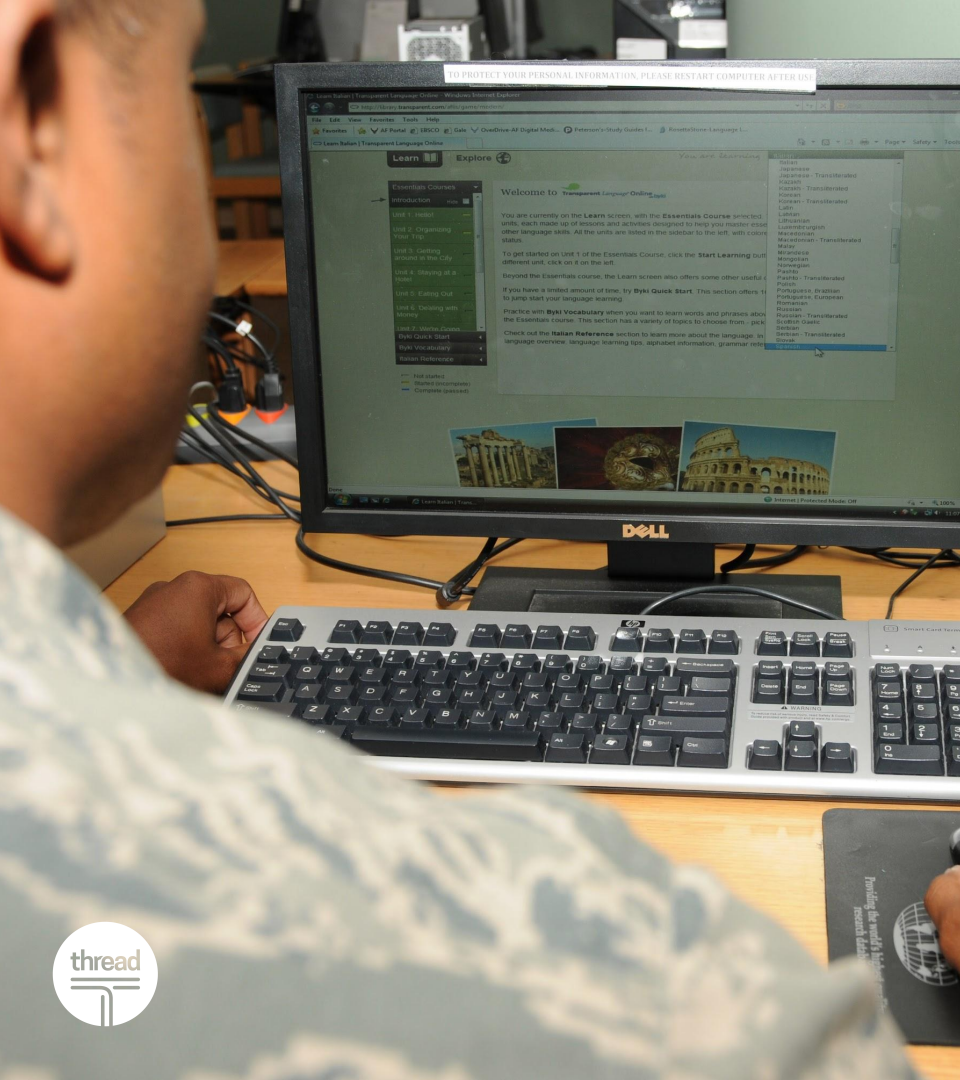


Take a second
look at your
employee
agreements



Create (and get
signed) written
pay deduction
authorizations





Get a learning management system (LMS)



Examine your independent contractor agreements

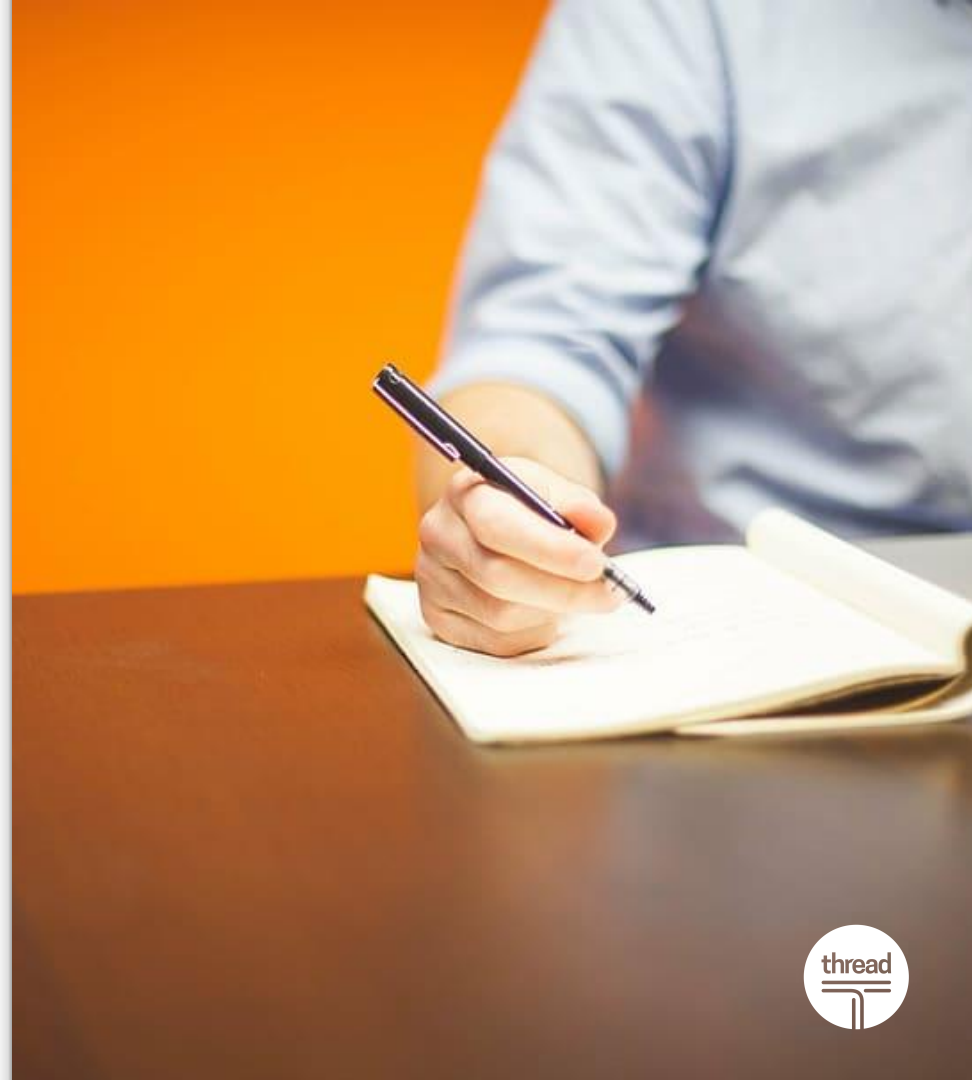


A close-up photograph of a person's hands writing on a document with a pen. The background is blurred, showing some bokeh light effects. The image is partially covered by a teal overlay on the right side.

Self-audit your I-9 forms



Job
descriptions
still matter...





Do an FLSA Self-Check

An aerial photograph of the New York City skyline at dusk. The sky is a mix of dark blue and orange, with scattered clouds. The city is densely packed with skyscrapers, many of which are illuminated with their interior lights. The word "Questions?" is written in a large, white, sans-serif font across the center of the image.

Questions?

