



Tying It All Together:

Achieving a Seamless
Year-End HR Plan





To receive codes for the recertification credits, plan to attend all 60 minutes of this webinar. This program is valid for 1 PDC toward SHRM-CP and SHRM-SCP recertification.

This activity has been approved for 1 HR (General) recertification credit hours toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through HR Certification Institute® (HRCI®). For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org.

You First



- HR Certification Status
- Health Check Up
- Growth Opportunities
- Make that Decision
- Laugh with Friends

Technology for a Better Life

- Applicant Tracking
- Paperless Onboarding
- Learning Management System (LMS)
- Performance Management
- Digital Posters



Reports and Notices

- OSHA Record Keeping
- EEO-1 Data/Reporting
- Affordable Care Act Notices
- Posters
- W2s



Pre-Hire Process



- Background Checks
- Pre-Hire Drug Screenings
- Update Applications
- Still asking previous salary and criminal history?





- Handbook Review and Update
- **New I-9 Form by November 1, 2023 (Today)**
- Job Description Updates
- Pre-Hire and New-Hire Forms
- Travel and Expense Policy
- Performance Reviews
- Employment Agreements

Forms & Policies

Identify Compliance Gaps

- Processes
- Keeping up with minimum wage?
- Employment Filing System
- I-9 and E-verify
- Record Retention
- Wage and Hour Compliance

**Is COVID
paid leave
still a thing?**



Wage and Hour Compliance

- Salary Level Increase Proposal
- Job Classifications
- Pay Practices
- Auto-Deducts, Breaks, Comp-Time
- Independent Contractors
- Time Tracking
- Overtime Bonus Calculation
- Final Pay Requirements
- Benefits Eligibility



Get Organized

- Email Inbox Subfolders
- Move Toward Paperless
- Files and Binders
- Vendor Contract Renewals
- HR Recertification
- Employees on Leave
- Licensing Tracking and Updating



Payroll Data



- Addresses
- Tax Elections
- Emergency Contacts
- PTO/Vacation Balances and Carry-Over
- Holiday Schedule
- Pay Calendar for Next Year



- Use a Learning Management System
- Harassment and Discrimination
- Diversity and Inclusion
- Wage and Hour Compliance
- HR 101 for Supervisors
- Management Skills Training

Culture and Performance Management

Training

Culture and Brand

- Social Media
- Events
- Stay Surveys/Employee Voices
- Changes to Policies and Practices
- Candidate Feedback
- Intentional Messaging



Analyze and Plan

- Turnover
- Incident Rates
- Benefits Plan Design
- Budgets
- Wage Compression
- Alignment with Company
- Leading Indicators



Goals

- Compliance Gaps
- Skills and Knowledge
- Processes
- Technology for Efficiency
- Documentation/Organization
- Engagement





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Thank You!



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