

**thread**

## Tying It All Together:

Achieving a Seamless Year-End HR Plan

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**SHRM**  
SHRM-CP | SHRM-SCP  
**RECERTIFICATION PROVIDER**  
2023

**2023**  
HRCI  
HRCI.ORG

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 hour toward aPHR®, PHR®, SPHR®, GPHR®, PHRi™ and SPRi™ recertification through HR Certification Institute® (HRCI®). For more information about certification or recertification, please visit the HR Certification Institute website at [www.hrci.org](http://www.hrci.org).

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### You First

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

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*Technology for a Better Life*

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



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*Reports and Notices*

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



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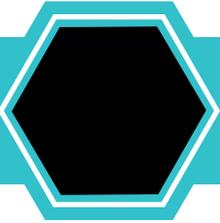
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*Pre-Hire Process*

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



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• 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

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## Identify Compliance Gaps

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

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## Is COVID paid leave still a thing?

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*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



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*Get Organized*

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



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*Payroll Data*

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



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**Training**

- 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

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**Culture and Brand**

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

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**Analyze and Plan**

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

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**Goals**

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



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**Thank You!**



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