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're on mute, but please interact via chat - ask questions! We've all got some!

- You'll get a copy of this at the end of the day plus credit codes if you stay on with us.

- When this is over, we'd love to hear from you. Questions, feedback, suggestions... let us know!

You First

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

Technology for a Better Life

- Digital Posters

- Predictive People Analytics

- Applicant Tracking

- Paperless Onboarding

- Learning Management System (LMS)

- Utilizing AI (Artificial Intelligence)

Reports and Notices

- OSHA Record Keeping

- EEO-1 Data Audit

- Affordable Care Act Notices

- Posters

- W2s

- State Requirements

Pre-Hire Process

- Sourcing and Posting Jobs

- Pay Ranges

- Career Page and Screening

- Communication is Key

- Drug Screening
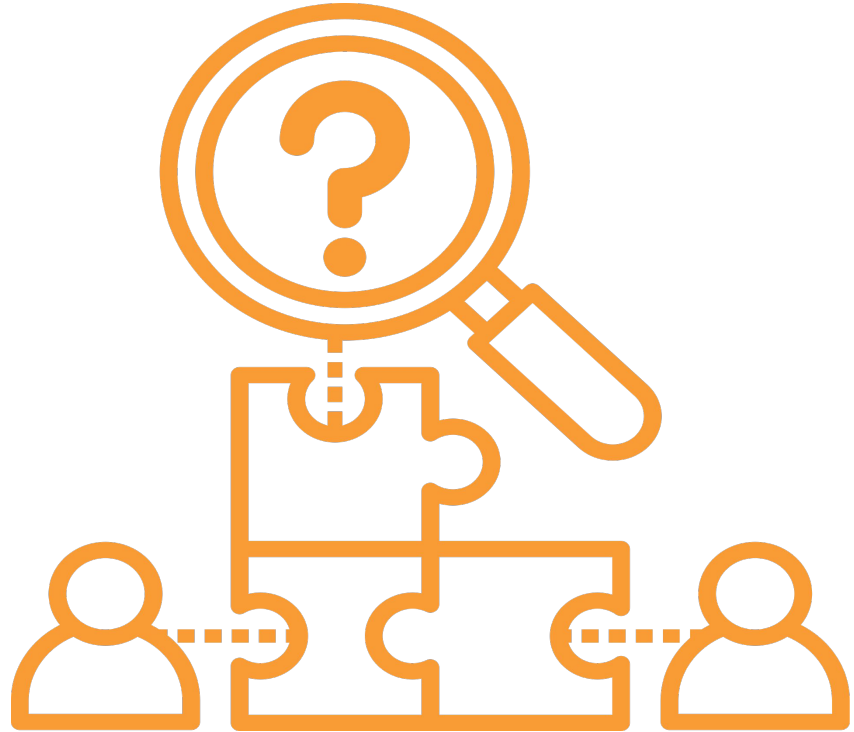
- Audit (if using application)

Forms & Policies

- Handbook Review and Update

- New I-9 Form (8/1/23, exp 7/26 or 5/27)

- Job Description Updates

- Pre-Hire and New-Hire Forms

- Performance Management Toolkit

- Employment Agreements - Non-Competes

- Benefits Summaries

Identify Compliance Gaps

- **Multi-State Requirements**

- Minimum Wage

- Leave Requirements

- Job Posting Requirements

- Training Requirements

- I-9 and E-verify

- FMLA, ADA, WC

- Thread Audits

Wage and Hour Compliance

- Salary Level Increase (next deadline 1/1/25)
- 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
- Eliminate Paper
- Vendor Contract Renewals
- Archive Old Folders, Email, Files
- Start Budget Planning
- Employees on Leave
- Licensing Renewals

Payroll Data

- Update Pay Ranges

- Year-End Deadlines/Blackouts

- Tax Elections

- Emergency Contacts

- PTO/Vacation Balances and Carry-Over

- Holiday Schedule

- Pay Calendar for the Upcoming Year

Training

- New Employee Onboarding

- Harassment and Discrimination

- Wage and Hour Compliance

- HR 101 for Supervisors

- Management Skills Training

- Use a Learning Management System

Culture and Brand

•Social Media (check out our recent webinar on this!)

•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 and Metrics

Goals

- Growth Strategy

- Compliance Gaps

- Skills and Knowledge

- Processes

- Technology for Efficiency

- Documentation/Organization

- Engagement

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