

Annual Cycle of Payroll & HR Best Practices

From payroll and compliance requirements to strategic initiatives that will move your organization forward, our team wants to make sure your team stays on track all year long. Look ahead to what's in store for your organization and reach out to Abdo's HR & Payroll advisors to discuss your questions and challenges.

JANUARY

- W-2 and 1099 Distribution
- Quarterly and annual payroll tax filings due
- Check accruals and rollovers of HSA, PTO and 401K for eligible employees
- Audit open enrollment elections/ payroll for calendar year benefit plans
- Review leadership succession plans

FEBRUARY

- CMS reporting for calendar year health plans with prescription drug coverage
- Prepare and post OSHA Form 300A for covered employers
- Forms 1095/1094 for ACA
- Complete PERA reporting requirements for government employers
- Review staffing and recruitment initiatives and processes

MARCH

- OSHA electronic reporting for covered employers
- Don't forget: Employee Appreciation Day is always the first Friday in March
- Schedule lunches or check-ins with important vendors
- Review of diversity, equity, and inclusion initiatives

APRIL

- EEO-1 report data collection starts for covered employers
- Quarterly payroll tax filings due
- Review training programs (goals/ ROI, outcomes, gaps, future needs)

MAY

- Employee file audit/file destruction
- Review handbook for updates
- Mental health awareness initiatives

JUNE

- Mid year benefit review for calendar year plans
- Plan summer employee event
- Review summer vacation plans to identify any staffing gaps

JULY

- Quarterly payroll tax filings due
- File Form 5500 for covered employers with calendar year benefit plans
- Review workplace safety and wellness policies, trainings and programs
- Review employee turnover and retention

AUGUST

- Review paid time off accrual balances and encourage employee usage
- Start planning for open enrollment

SEPTEMBER

- Summary Annual Reports (SAR) for ERISA Compliance due for calendar year benefit plans
- Review current technology for efficiency and improvement opportunities

OCTOBER

- Medicare Part D notices due
- Quarterly payroll filings due
- Confirm completed W-9's on file for all Independent Contractors
- Confirm beneficiary, mailing addresses and emergency contact information is up to date for employees
- Emotional Wellness Month initiatives

NOVEMBER

- Determine payroll adjustments for taxable fringe benefits
- FSA balance and carryover reminders to employees
- Evaluate performance review process and plan for next year
- Review HR Budget for current year and set for next year

DECEMBER

- Confirm retirement plan notice and reporting requirements
- Compliance Audit (I-9, records retention, state/local minimum wage, state/local leave requirements, postings/notices)

Strategic tasks - the timeline for strategic tasks is recommended, but can change to fit your needs

Compliance tasks with specific requirement deadlines



Human Resources Consulting

OUR HUMAN RESOURCES EXPERTS PROVIDE:



Customized HR Support

As-needed support to handle challenging and confusing HR issues, including workplace investigations. We can help translate the rules into real-world solutions.



HR Assessment Projects

Gain clarity of your entire organization through documentation of your current HR policies and procedures, identification of potential risk areas, and recommendations for long-term process and program improvements to help you move forward with confidence.



HR & Payroll Automation

Leverage technology and automation to keep your organization compliant while minimizing the paper shuffle so you can free up your time to focus on your people.



Employee Handbook Development and Manager/Employee Training

Provide your leaders and employees with clear and predictable policies that work in real life and are tailored to your unique organization.



Benefit Plan Value Analysis, Enrollment Support, and Employee Education

Ensure your employee benefit investment is built around what your employees value most and receives the recognition and appreciation it deserves.



Affordable Care Act (ACA) Compliance

Leverage the extensive knowledge of our HR professionals to ensure your organization is proactive and compliant in all areas of ACA planning, management, and reporting.



Performance Management Program Development and Training

Develop customized and intentional programs to motivate, measure, and reward the key behaviors that drive real organizational success.



Manager and Leadership Training

Design customized and comprehensive training curriculum for leaders and employees to support a culture of continuous development and learning. Training topics may include, but are not limited to, sexual harassment, disability accommodation, effective communication and feedback, goal-setting and performance management, change management, and constructive conflict.



Total Compensation Program and Marketability Analysis

Ensure confidence that your compensation program is competitive, motivating, and focused on retaining your highest performers.



LET'S CONNECT

Our team is here to help answer questions, provide important information, and guide your organization on the path forward. Reach out to discuss your current procedures and how you can make improvements today to create a better future for yourselves and your employees.

abdosolutions.com
info@abdosolutions.com
Edina, MN - Mankato, MN - Scottsdale, AZ

»»»
LEARN
MORE

