



McCloskey Partners, LLC 2023 YEAR END HUMAN RESOURCES CHECKLIST

As you start to close out 2023 and transition into a New Year, there are several Human Resource related areas of the business that we recommend you review. But before we get to the Checklist part of this Checklist... *We wanted to provide you with the top Workplace Buzzwords that surfaced in 2023.*

2023 Workplace Buzzwords

Rage Job Applying: Its all the rage! Candidates who feel unappreciated or picked over for promotions or job transfers are now “rage job applying.” This is the term used when a job applicant fires off their resumes and fills out applications for many jobs. Even jobs they are not really interested in.

Rage Job Applying is projected to make the job of a Recruiter even more difficult than it’s been. *Why?* More candidates are applying for jobs they have no intention accepting = More time lost for the Recruiter who is focusing on their Time to Fill Metric. (Insert. SIGH!)

Encore Career: An encore career, or a career in the second half of life, is not a new concept. However, there has been a recent increase in the pursuit of second acts partly because of the pandemic as well as rising costs due to inflation.

Covering: In a time when Diversity, Equity and Inclusion should be paramount for each business, there is an upturn in employees that are covering or downplaying their diversity in an effort to “fit in better” at their current place of employment.

Slow Start Monday: For some employees, to avoid the Sunday Blues, they have decided to ease into Mondays. In the past, these same employees would log on as scheduled and put the effort in to get their tasks completed. Now, they have allowed themselves to take their feet off the accelerator and to avoid the Sunday Blues and have more of a Sunday Funday, they slowly ease into Mondays. Many of these Slow Start Monday employees are exempt employees that do not punch a clock.

Time Blindness: Some employees, when issued performance improvement plans for tardiness, blamed their time blindness as the reason for reporting late to work. In essence these employees believe that they should not be penalized because they lack the ability to know when time has passed and therefore, they often find themselves showing up late for work or struggling to complete their daily tasks on time.

Quiet Quitting: Not a new term for 2023 but, if you are involved in human resources, you probably have experienced some form of quiet quitting. This is when employees show up for work but put the minimum effort in to their jobs.

Quiet Cutting: Some companies stopped promotions in 2023 and reviewed their job descriptions and job duties. In doing this, some job titles and positions were downgraded as was some compensation rates.

T-shaped Employees: No, this term has nothing to do with how an employee is physically shaped. Instead, it refers to employees that have broad skills across many areas (the horizontal part of the T) and also deep expertise in one particular topic (the vertical piece). These employees can work on expert -level tasks within their specialty, but also have the ability and willingness to take on other tasks successfully.



OK Let's Get Some Things Checked Off

The goal of this checklist is to provide a **COMPREHENSIVE HR GUIDE** for closing out 2023 and preparing for 2024. *This list is a bit long, and not every item applies to every company... **BUT** “You don’t know what you don’t know,” and you can’t plan for what you aren’t thinking about. Please don’t hesitate to reach out to us at McCloskey Partners if you have any questions or need assistance on ANY of these items... because that’s what we are here for!*

I9 FORM

- Are the I-9s and supporting ID in compliance? Are the I-9s filed in the general employee file? (If so, its recommended that you move them to their own folder)

- Is your workforce fully remote and are you in compliance with the new changes that went into effect 11/1/2023? E-Verify or not to E-Verify?

ARTIFICIAL INTELLIGENCE (AI)

- Are you staying abreast of the developments in AI?** We have all seen some amazing new art and thought “Wow! A computer made that with just a few prompts?!” AI will be used to screen resumes, it will be used to negotiate contracts and look for missing clauses in them, it will be used to do account reconciliation and adjust excel files, AI will start to automate so many tasks that we think of as skilled jobs in a very short period of time. In the short run, it will be used by your current employees to do a lot of their work for them. In fact, it’s already happening, and if you don’t think it is... then you’re just kidding yourself. That doesn’t necessarily mean that today it’s a bad thing if the work is good, it’s getting done and everything is rolling along. There will continue to be a need for a person who prompts and monitors the AI input & output and that understands both the job duties \ tasks as well as how to get the AI to create the content. But with all increased efficiency in tasks, it takes less people to do those jobs. A spread sheet that used to take a full day, might only take 30 minutes.

As AI continues to evolve, you should consider and think about it in your industry today before it sneaks up on you tomorrow.

ANNUAL NOTICES

- ❑ Small businesses that do not offer a group health plan can contribute to their employee's health care costs through a qualified small employer health reimbursement plan (QSEHRA). This plan allows employers to provide non-taxed reimbursement of certain health care expenses. Annual notices for plans beginning January 1st are required to be released by October annually.
- ❑ Retirement Planning Contribution Limits generally change annually. Notices must be distributed within 30 days prior to the beginning of each plan year for plans that adhere to safe harbor rules.
 - ACA Notices must be distributed to participants 30-90 days prior to beginning of each plan year.
 - Qualified default investment arrangement (QDIA) notices must be distributed to participants 30-90 days prior to the beginning of the plan year.
 - Annual participant fee disclosure ERISA plans must provide annually.
- ❑ If your company offers prescription drug coverage, you are required to distribute credible coverage notices, Medicare Part D Notice of Credible coverage to participants during October annually. Employers offering prescription drug coverage are also required to annually disclosure to CMS the plan's credible status within 60 days of the start of the plan year.

BACKGROUND SCREENING

- ❑ Have you updated your background screening process with the new Summary of Rights Notice?

BENEFITS

- ❑ **Does your benefits package attract the right employees?** Some benefits to consider as you head into 2024, are as follows:
 - Does your Bereavement benefit require employees to take consecutive days off? If so, you may want to consider updating the policy to allow the time off to be used intermittently for various services and estate planning.
 - Offer benefits to support neurodivergent employees or people in the employee's household. Check out <https://www.rethinkcare.com/> which is company that offers Personal, Professional and Parenting support.
 - Employee Assistance Program
 - Life Insurance
 - Infertility Benefits
 - Paid Parental leave benefits

- Paid Caregiver leave benefits for employees to care for their grown children, grandchildren, aging parents, grand parents
 - Unplug days where employees can block their calendars to complete projects and not have to stay logged into their emails/instant messaging systems.
 - Paid mental health days that are separate from any paid time off banks
 - Increase the amount of Sick /PTO hours that someone can carry over annually
 - Grief counselling
 - Financial planning resources
 - Insurance Renewal Campaigns: Use Video clips for insurance open enrollment so small frequent bites of information gets released over the open enrolment period.
- Does your company offer a Wellness Program? If so, ensure the program is compliant with equal employment opportunity commission (EEOC), American's with Disabilities (ADA), and Genetic Information Non-Discrimination Act (GINA)
 - Have you distributed the Holiday Schedule for the remainder of 2023 and all of 2024 so your staff know when the Company will be closed? (Will there be any Floating Holidays provided for staff?)
 - Are you familiar with the Affordable Care Act Tax Provisions and how they affect your business? Are you familiar with how to calculate a full-time employee under ACA?
 - Form 1095C is due to be delivered by 1/31/2024. *Delivered by MEANS Received by* not just post-marked by 1/31/2024.
 - Are you aware what the deadline is for filing the 2023 Claims for the Flexible Spending Account (FSA) Program offered by your Company?
 - Have you distributed the IRS Updates for the contribution limits in 2024 for HSA Contributions and Retirement Contributions?

CLASSIFICATIONS

- Do you have staff classified as Independent Contractors? Have you updated your policies and are your staff classified correctly?

EMPLOYEE HANDBOOK UPDATES

- You may want to consider reviewing and reissuing EEOC policies as well as Respect in the workplace policies.
- Winter is here! How will you communicate company closings with your staff? Do you have a policy to address inclement weather?
- It's the time of year when employees start getting the sniffles. We recommend companies reissue their protocols for calling out sick or not reporting to work if an employee has respiratory symptoms.
- Did you get out those updated policies yet?
 - Social Media
 - Parental Leave, Bring Your Own Device (BYOD)
 - Workplace Bullying
 - Remote Work
 - Antiharassment (i.e. protected hairstyles)
 - Does the company employ employees in states where predictive work schedules are required?
 - Workplace Violence (i.e. Aggression)
 - Drug testing policy and prescription marijuana

EMPLOYEE INFORMATION

- Do you have separate files for employee's personnel, medical and I9 information? If not, you should.
- Have you asked the employees to verify their set up in payroll system.
 - Address, tax set up, social security number, Vacation and FSA balances.
- Do you offer vacation/ sick/ paid time off (PTO) and did you remind your staff about any end-of-the-year requirements to use their remaining vacation/PTO time before they lose it come 12/31/2023?
- Have you asked your staff to update their emergency contact data via their payroll portal?

EXPENSES

- The IRS recommended mileage reimbursement rate may increase in 2024. Be sure you are prepared should you need to update your Business Expense Reimbursement policies to reflect any changes.

HOLIDAY GIFTS

- **Unsure what to give employees for this year's Holiday Gift?** We are hearing from our clients that their employees want money. They also want to hear from their supervisor or manager and receive a handwritten card.

HOLIDAY PARTY

- **Things to avoid so your return to the office Holiday party does not get out of hand.**
 - Limit the hours of the party.
 - Limit Alcohol
 - Have a meeting with your management team, before the party, and remind them of their role in creating an appropriate work environment and ask them to be vigilant.
 - Plan activities so people do not stand around and drink alcohol the entire party.

HR CALENDAR OF EVENTS

- As you are planning for 2024, we recommend you block your calendar for events that will occur. Such as,
 - Performance reviews
 - When newly hired employees will complete their introductory period and become eligible to enter the group insurance and retirement plans.
 - Training (I.e. if your state requires certain periodic training such as harassment training)
 - Licenses that are due to expire
 - Background screenings that need to be periodically reprocessed (i.e. Driving records for employees that drive company vehicles)
 - Contracts, and when they are due to expire.

HR DASHBOARD

- Let's get some numbers crunched. Have you reviewed your Human Resources Dashboard? How did you perform this year? What quantifiable value has HR provided to your organization this year? *Metrics recommended:* Turnover % compared to last year, Retention, Employee Survey/ Employee Satisfaction, # of open positions, # of Accidents, Training, etc.
- What are the Human Resources Strategic Initiatives for the next three (3) years and how do the initiatives correlate to increased revenue?

JOB DESCRIPTIONS

- Have you reviewed job titles and revised job descriptions for employees whose jobs, duties, or roles have changed? Do the job descriptions clearly identify the physical requirements of the positions? Be sure that FLSA statuses are correct.

LABOR POSTERS

- Are your Federal, State & Local Labor posters in compliance?
 - *Remote employees:* Posters should be available in shared folder.
 - *In Person employees:* Posters should be posted in a conspicuous area frequented by employees.
 - *Multiple Locations:* Postings should be posted in each location.

LEAVE OF ABSENCE

- Do you manage FMLA on a calendar year or 365 day rolling backwards period? And is your handbook up to date as well as the forms released to employees on leave?

MINIMUM WAGE

- Are you up to date on the minimum wage rules for your state for both exempt and non-exempt positions?

NLRB UPDATES

- Have you plugged into the changes the NLRB is making to Non-Competes and Joint Employment rules?

OSHA

- Are you compliant with the new OSHA rule that requires applicable employers, in designated high hazard industries, to electronically submit information on Form 300, Log of Work-Related Injuries and Illnesses and Form 301. The changes go into effective January 1, 2024, and applies to employers with 100 or more employees in the designated high hazard industries.

OVERTIME

- Could your Overtime practices trigger a Fair Labor Standards Act (FLSA) audit?

PAYROLL

- Are you charging employees the correct processing fee if they are receiving a live payroll check? Are you charging the right processing fee for garnishment checks? Is what you are charging in compliance?
- Are the correct local taxes set up for all employees? Did anyone MOVE recently? Lived in / Worked in? Which should be it be?
- Are you still paying for your payroll to be delivered from the Payroll Vendor? Paying for pay stubs? Looking for ways to reduce the cost to process payroll and be more efficient... think about turning on an employee self-service portal where employees can access their pay stubs and W2s directly without you needing to be involved.
- Are you still accepting direct deposit changes from employees and having your payroll/HR department key the changes on behalf of the employee? If so, we recommend you set up self-service, within your payroll system, and require employees to make their own changes. This will reduce the risk of a cyber-attack and someone's direct deposit fraudulently being changed.
- Did you switch payroll vendors in 2023? If so, we recommend you run an employee census report to ensure that each employee's social security number is 1) set up in the system and 2) accurate before W2s are generated.

PERFORMANCE MANAGEMENT

- Did you release the annual review schedule for 2024?
- Do your managers need training on how to complete a successful review?
- Are you looking forward to the Performance Review Process, Objective Setting, Performance Feedback discussions, etc.?

TAXES

- How will you handle year end taxable benefits such as accounting for gift cards provided to staff throughout the year and as holiday gifts, use of the company car?
- Have you made a note to remind yourself to obtain the 2024 W4 Form once it's released by the IRS in January 2024?
- Have you distributed W9 Forms to all of your consultants who will receive a 1099 for work performed in 2023?
- Have you completed an end-of-year payroll audit to prepare for ACA 1095 and W2 reporting?
- Automobile Allowable and Non-Allowable Plans:* Does the Company allow employees to drive company owned vehicles for personal reasons? Does the Company provide reimbursement to employees for their use of their personal automobile? Regardless of what your answer is, be sure to have a policy in place that communicates if the company follows the IRS allowable or non-allowable program. Make sure you understand your insurance liability when personal use is on the company vehicle.
- Group Term Life (GTL):* Did the Company provide group term life insurance to any employee in excess of \$50,000? If so, any benefit over \$50,000 is subject to Social Security and Medicare taxes. Check with your payroll vendor if the company provides Group Term Life in excess of \$50,000 to ensure the system is set up to automatically tax the employees for the benefits above \$50,000.

TRAINING

- Have you trained your staff on Civility & Respect in the Workplace?
- Do you offer your employees opportunities for training and development? Are you utilizing Training Grants available through your State? If not, you could be missing out potentially on thousands of dollars of “free” money.
- Have you trained your managers to get HR involved when employees discuss their need for a leave of absence or an accommodation? (I.e. Pregnant Workers Fairness Act)
- Unconscious bias, Sensitivity Awareness, Civility & Respect in the workplace (Inclusive of harassment, microaggressions, neurodivergent)
- Safety (At a minimum Fire Safety, OSHA may require additional depending on industry)
- Ethics (Including how to report violations)
- Sick & Safe Leave Regulations (In Applicable States)
- Expanded Harassment Training for Employees & Managers (In Applicable States)

WORKERS COMPENSATION

- Have you distributed the annual Workers Compensation Rights & Responsibilities Notice to your staff along with the in-force Panel of Physicians?

Our plug at selling our services...

For additional information on how to check off items from your business's end-of-year checklist, contact McCloskey Partners, LLC.

McCloskey Partners, LLC is your full-service Human Resources & Recruiting & Training Provider. We can assist for all, or even just small needs in this complex and changing world.

***It's always better to ask a 5-minute question,
then make a Million Dollar mistake!***

Contact us today to discuss anything on this Year End Checklist at:



Phone: 215-716-3035 x 700.

To learn more about our services, stop on by our website: www.mccloskeypartners.com
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