

# Start the New Year Fresh!

## 2026 HR Compliance Checklist

### Handbook Updates

- Review employee handbook for updates in all applicable jurisdictions
- Verify policies align with states where remote employees work
- Confirm whether an AI usage policy is in place; update or create if needed
- Distribute revised handbook versions to employees
- Obtain signed acknowledgements for all revisions

### Immigration Compliance

- Conduct an internal I-9 audit
- Review I-9 procedures in light of increased compliance scrutiny
- Create and train staff on Immigration Raid Policy
- Determine whether E-Verify+ enrollment is appropriate

### Mandatory Notices & Postings

- Confirm labor law and safety posters are current
- Update new hire packets (physical and digital)
- Review California-specific notice updates (if applicable)
- Ensure digital postings are available for remote employees
- Complete and post OSHA 300 logs (as required)
- Distribute annual benefit notices (SPDs, SBCs, CHIP, etc.)
- Prepare and distribute IRS Form 1095 (as applicable)

### Wage & Hour Compliance

- Review state and local minimum wage updates effective for 2026
- Conduct FLSA exempt vs. non-exempt audits
- Prepare for EEO-1 reporting (if applicable)
- Perform an internal pay equity audit
- Consider external compensation benchmarking
- Ensure W-2s are prepared and distributed on time

### Training & Development

- Schedule all required compliance and management trainings
- Confirm California sexual harassment and workplace violence training compliance
- Identify and address management training gaps
- Implement upskilling or professional development initiatives
- Register and attend LP's free Reasonable Suspicion Training

