

# 2025 HR Compliance Year-End Checklist

Stay compliant.  
Reduce risk.  
Start 2026 with confidence.



# 2025 Year-End Checklist



*2025 brought nonstop change—new pay transparency laws, leave updates, overtime thresholds, and shifting reporting requirements. Before you close the year, make sure your bases are covered with MP's expert-built compliance checklist.*

*This list helps you identify risk, finalize required filings, and prepare your team for what's next.*

## Wage & Hour Compliance

### Action Steps:

- ☐ Verify compliance with **new federal and state minimum wage rates** (effective Jan 1, 2026).
- ☐ Audit **employee classifications** (exempt vs. nonexempt) under the updated DOL overtime rule.
- ☐ Confirm **overtime pay calculations** include bonuses and incentive pay where required.
- ☐ Review **timekeeping and remote work policies** for accuracy and consistency.

## Payroll & Tax Reporting

### Action Steps:

- ☐ Ensure **W-2 and 1099 forms** are accurate and scheduled for delivery by Jan 31, 2026.
- ☐ Reconcile **year-to-date payroll taxes** (FICA, FUTA, SUTA).
- ☐ Verify all **state and local tax registrations** are current.
- ☐ Review **ACA reporting (Forms 1094-C/1095-C)** for accuracy and timely filing.
- ☐ Confirm compliance with **paid family leave and state disability insurance** reporting.

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## Benefits & ACA

### Action Steps:

- ☐ Audit **benefit eligibility and enrollment records** for accuracy.
- ☐ Confirm **affordability and coverage requirements** under the ACA were met.
- ☐ Issue required **benefit notices** (HIPAA, CHIPRA, Medicare Part D, WHCRA, etc.).
- ☐ Review **COBRA administration** for accuracy and timeliness.

## Employee Records & Documentation

### Action Steps:

- ☐ Conduct a **records retention audit** for I-9s, personnel files, and payroll records.
- ☐ Purge outdated records following legal retention timelines.
- ☐ Confirm all **policy acknowledgments and handbook receipts** are signed and stored.
- ☐ Review **confidentiality and data protection policies** under updated privacy laws.

## Pay Transparency & Equity

### Action Steps:

- ☐ Verify compliance with **state and local pay transparency posting requirements**.
- ☐ Conduct a **pay equity audit** to identify and correct discrepancies.
- ☐ Review **job descriptions and salary bands** for consistency and compliance.
- ☐ Ensure **recruiting and compensation communications** meet new disclosure laws.

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## Leave Laws & Employee Policies

### Action Steps:

- ☐ Update policies to reflect **new or expanded state leave laws** (paid family leave, sick leave, bereavement).
- ☐ Confirm **FMLA documentation and tracking** are compliant.
- ☐ Review **reasonable accommodation and ADA interactive process documentation**.
- ☐ Audit **remote/hybrid work policies** for compliance and consistency.

## Compliance Communications

### Action Steps:

- ☐ Post **required federal and state labor law posters** (updated for 2026).
- ☐ Communicate **policy or benefit changes** to employees before year-end.
- ☐ Document **training completion** for harassment prevention, safety, and DEI initiatives.
- ☐ Verify all **managers and supervisors** are trained on new 2025–2026 compliance obligations.

## Strategic Prep for 2026

### Action Steps:

- ☐ Review **2025 compliance gaps** and create an action plan for Q1.
- ☐ Evaluate your **HR tech stack**—can it automate compliance tracking, reporting, or audits?
- ☐ Partner with MP for **compliance guidance and year-end support** before deadlines hit.

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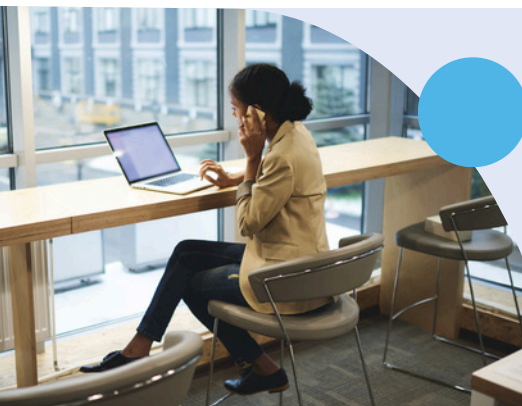
## Download Complete. Compliance Simplified.

MP's HR and compliance experts help organizations navigate complex laws, streamline HR operations, and stay ahead of what's next.

**Ready to make compliance easier in 2026?**

**Put this checklist  
into action!**

Schedule a 15-Minute Consult



### The Truth Nobody Else Will Tell You

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