






thread

ENGAGE

HR Health Check Up

Tips for Wrapping Up the Year and Getting Ahead of the Next One

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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 submitted 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.

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You First

- HR Certification Status
- Health Check Up
- Growth Opportunities

A man with a beard, wearing a red sweater, is shown from the chest up, celebrating with his fists clenched and a wide smile. He is standing in front of a blue, textured wall. The image is partially framed by a dark grey curved shape on the left side of the slide.

3

Technology for a Better Life

A laptop computer is shown from a low angle, glowing with a vibrant, multi-colored light (red, orange, yellow, green, blue) emanating from its screen and keyboard area. It sits on a dark, reflective surface. The image is partially framed by a white curved shape on the left side of the slide.

- Applicant Tracking
- Paperless Onboarding
- Orientation
- Learning Management System
- Performance Management

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Reports and Notices

- OSHA Record Keeping
- EEO-1 Experience and Info
- Affordable Care Act Notices
- Posters
- W2s




The image shows a hand pointing to a document with two charts. The top chart, titled 'Our company', is a stacked bar chart with three categories: Personnel (yellow), Sales (red), and Others (blue). The bottom chart, titled 'Business Items', is a line chart with two categories: Sales (red) and Others (green). The x-axis for both charts represents years from 2014 to 2019.

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Benefits Related

- 401k Notices
- Summary Plan Descriptions
- Flex Spending Account Updates
- HIPAA Notices
- Medicare



The image shows a circular inset image of a doctor in a white coat shaking hands with a man in a suit. The doctor has a stethoscope around his neck. They are in a brightly lit room with large windows.

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A slide with a light gray background. On the left, the text "Forms & Policies" is written in a blue, sans-serif font. To the right of this text is a vertical line. Further to the right, a list of items is presented in a black, sans-serif font.

Forms & Policies

- Handbook Review and Update
- Job Descriptions Update
- Pre-hire and New-hire forms
- Travel & Expense Policy
- Performance Reviews
- Employment Agreements

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A slide featuring a background image of a person jumping over a rocky ledge. A large, semi-transparent white circle is overlaid on the left side of the image. Inside the circle, the text "Identify Compliance Gaps" is written in a black, sans-serif font, with a horizontal line underneath. Below this, a list of items is presented in a black, sans-serif font.

Identify Compliance Gaps

- Processes
- Pay Equity
- Employment Filing System
- I-9 and Everify
- Record Retention
- Wage and Hour Compliance

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Fair Labor Standards Act
Salary Level Increase for 2020


- Job Classifications
- Pay Practices
- Auto-deducts, Breaks, Comp-Time
- Independent Contractors
- Time tracking
- Overtime bonus calculation
- Final Pay Requirements
- Benefits Eligibility

A hand holding a white alarm clock with two bells and a handle. The clock face shows the time as approximately 1:50. The background is a light, neutral color.

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Get Organized

- Email inbox subfolders
- Move toward paperless
- Files and binders
- Vendor contract renewals
- Drug Free Recertification
- Employees on Leave
- Licensing Tracking and Updating

A wooden tray divided into many small compartments, each containing a small, colorful container or pill. The containers are arranged in a grid pattern and come in various colors like blue, green, yellow, and red.

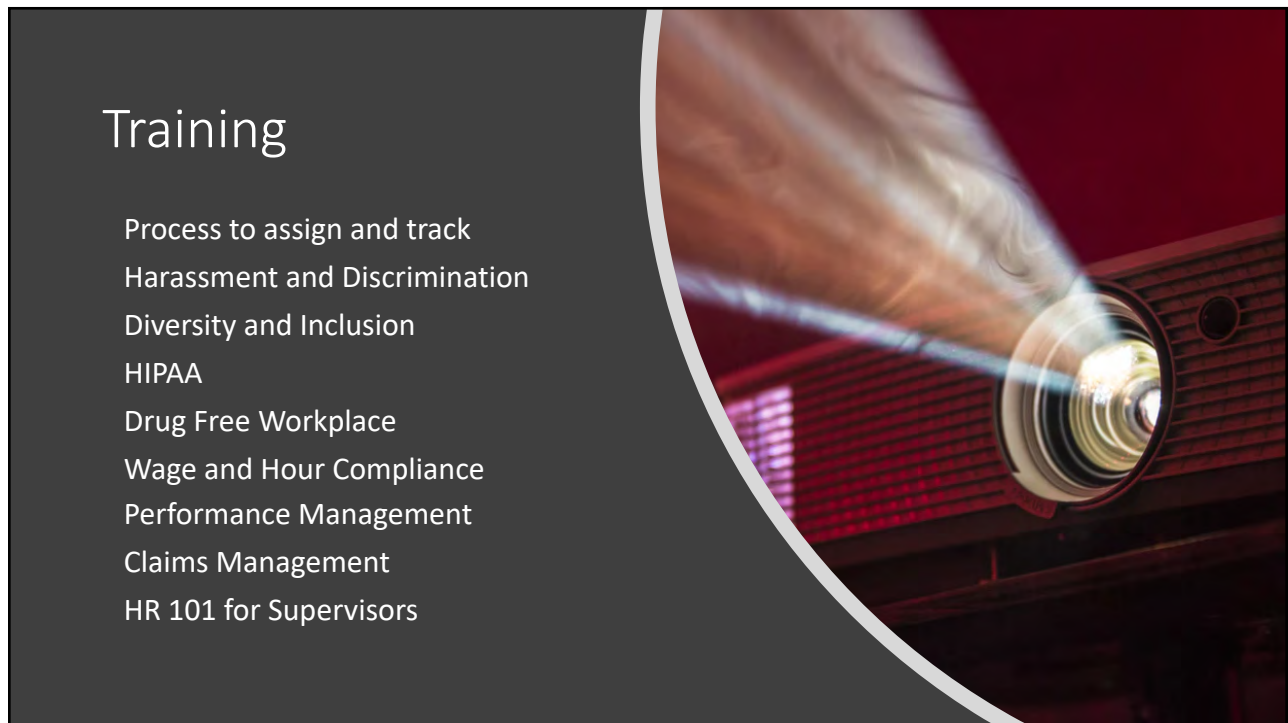
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Payroll Data

- Addresses
- Tax elections
- Emergency contacts
- PTO/vacation balances & Carry-over
- Holiday schedule
- Pay calendar for next year (leap year)


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Training

- Process to assign and track
- Harassment and Discrimination
- Diversity and Inclusion
- HIPAA
- Drug Free Workplace
- Wage and Hour Compliance
- Performance Management
- Claims Management
- HR 101 for Supervisors

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Culture/Brand

- Social Media
- Events
- Stay Surveys/Employee Voices
- Changes to policies or practices
- Candidate feedback
- Intentional Messaging

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Analyze and Plan



- Turnover
- Incident Rates
- Benefits Plan Design
- Budgets
- Alignment with Company
- Leading Indicators

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GOALS

- Compliance Gaps
- Skills and Knowledge
- Processes
- Technology for Efficiency
- Documentation/Organization
- Engagement



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