EQUIFAX®

Help Conquer The Chaos:
Your High-Level Compliance Checklist

Let's face it—HR is a fast-moving world. One minute you're handling onboarding, the next, you're navigating new legislation, evolving employee expectations, and digital transformation all at once. It can be a lot.

The key to better navigating this dynamic environment lies in focusing on strategic, high-level processes. By taking a proactive approach to core areas, HR teams can gain better control, better ensure compliance, and help contribute more effectively to the overall success of the organization.

We've pulled together a streamlined checklist to help you strengthen your HR compliance foundation. Think of it as your go-to guide for helping to cut through the chaos and stay one step ahead.

Your Must-Have HR Compliance Checklist:

1 **Policy Review and Updates: The Cornerstone of Compliance**
Outdated or non-compliant policies can lead to significant legal risks. Make it a priority to:
- **Conduct a comprehensive review:** Regularly examine HR policies, including employee handbooks and contracts, to identify areas that no longer align with current laws or best practices.
- **Update for legislative changes:** Pay close attention to the latest federal, state, and local legislation, particularly in areas like anti-discrimination, wage and hour laws, leave policies (like FMLA and sick leave), workplace safety, employee privacy, and accessibility standards (like ADA compliance).
- **Better ensure clarity and accessibility:** Your policies should be written in plain language that all employees can easily understand. Make sure they are readily accessible, whether through a company intranet, shared drive, or HRIS platform.

2 **Get Serious About Documentation and Record-Keeping**
When it comes to compliance, what you don't document could hurt you. Here's how to better protect your organization:
- **Centralize everything:** Applications, payroll data, performance reviews, corrective actions—you need a secure, organized system for it all.
- **Protect sensitive info:** Implement strong security measures to better meet privacy regulations and avoid breaches.

3 **Master Your Forms Game**
Missed deadlines and outdated forms could cost you. Here's how to stay on top of it:
- **Track everything:** From W-4s and I-9s, to annual notices and final pay statements, use a reliable system to track form completion and deadlines.
- **Distribute on time:** Make sure employees receive required forms and notices—on time, every time.
- **Use current versions:** Forms change often. Stay in the loop to avoid noncompliance issues.

4 **Schedule Regular Self-Audits**
Proactive beats reactive every time. Self-audits help you spot gaps before they could become costly problems.
- **Check compliance with key laws:** This includes EEO, FLSA, FMLA, ADA, and more.
- **Review payroll and benefits:** Confirm everything is accurate and by the book.
- **Align practice with policy:** Make sure what's happening day-to-day matches what's written.
- **Don't forget safety:** OSHA compliance is critical—prioritize workplace safety procedures.

5 **Make Learning a Constant Priority**
The HR landscape never stops shifting—and neither should your learning. Stay sharp by:
- **Subscribing to legal updates:** Sign up for industry newsletters and alerts that cover your region and sector, including our bi-weekly newsletter, _Let's Talk HR_
- **Attending events:** Conferences, webinars, and workshops keep you current and connected.
- **Asking for help:** Consult legal counsel when things get murky or complex.
- **Watching emerging trends:** From pay equity and AI in HR to new remote work rules, keep your finger on the pulse.

6 **Lean on Technology to Work Smarter**
Tech isn't just a nice-to-have—it's your compliance sidekick. Use it to:
- **Automate:** Boost accuracy and efficiency by automating core processes like tracking, reporting, and document storage.
- **Choose compliance-friendly tools:** Look for platforms with built-in compliance guardrails and strong data security protections.

Compliance is a Journey—Not a One-and-Done
Getting your HR house in order isn't just about checking boxes—it's about building a sustainable, scalable approach to compliance. With the right mindset and the right tools, you can better keep up with changing laws, protect your organization, and free yourself up to focus on growth.

Bookmark this page to help stay ahead of new regulations impacting employers throughout 2025 and beyond.

EQUIFAX®