



HR Compliance Checklist

Ensure Your Business Complies with Employment Laws and Regulations

1. Business Registration & Employer Identification

- Obtain an Employer Identification Number (EIN) from the IRS
- Register your business with the NC Secretary of State
- Determine your business structure (LLC, Corporation, etc.)
- Obtain necessary business licenses & permits through NC Department of Revenue

2. Hiring & Employment Eligibility

- Verify work authorization for employees (Form I-9)
- Enroll in E-Verify if required
- Classify employees correctly (W-2 vs. 1099 contractors)
- Ensure compliance with child labor laws

3. Required Labor Law Posters & Notices

- Display required federal & NC labor law posters
- Provide new hires with mandatory notices
- Ensure proper OSHA workplace safety postings

4. Wage & Hour Compliance

- Ensure compliance with NC minimum wage (\$7.25 per hour unless changed)
- Pay overtime wages (1.5x regular pay for hours over 40 per week per FLSA)
- Provide wage payment notifications in writing (NC Wage & Hour Act)
- Maintain accurate payroll records for at least three years

5. Payroll & Tax Requirements

- Withhold federal & state income taxes from employee wages
- Register for NC state withholding tax
- Pay FICA taxes (Social Security & Medicare)
- Issue W-2s to employees and 1099s to contractors by January 31
- File quarterly payroll tax reports

6. Employee Benefits & Leave Compliance

- Provide legally required benefits (Social Security, Medicare, Workers' Comp)
- Comply with the Family & Medical Leave Act (FMLA) if applicable
- Follow NC Paid Sick Leave & PTO policies (if applicable)

7. Workplace Safety & Workers' Compensation

- Obtain workers' compensation insurance if you have 3+ employees
- Ensure OSHA compliance
- Develop a workplace safety policy

8. Anti-Discrimination & Harassment Policies

- Comply with EEOC regulations (race, sex, age, disability, etc.)
- Create & enforce a harassment-free workplace policy
- Train employees & managers on discrimination & harassment prevention
- Ensure ADA (Americans with Disabilities Act) compliance

9. Employee Handbooks & Policies

- Develop an employee handbook with clear policies on:
 - At-will employment
 - Code of conduct & disciplinary actions
 - Benefits & leave policies
 - Workplace safety & harassment prevention
- Have employees sign an acknowledgment of the handbook

10. Termination & Employee Separation

- Follow NC termination laws (final paycheck due on next regular payday)
- Issue required notices upon termination (COBRA, unemployment benefits)
- Maintain records of termination & disciplinary actions

11. HR Recordkeeping & Audits

- Keep employee records for the required timeframes:
 - Payroll records: 3 years
 - I-9 Forms: 3 years after hire or 1 year after termination
 - Benefits & medical records: at least 1 year
- Conduct regular HR audits to ensure ongoing compliance

Final Steps for Ongoing Compliance:

- Stay updated with NC employment law changes via the NC Department of Labor
- Schedule periodic HR compliance audits (annually recommended)
- Work with an HR consultant or attorney for complex employment issues for guidance on employment laws.

Need Assistance? Contact C. Moses Consulting for expert HR compliance support.