

January 2019: 10 Steps to Better HR for the New Year

1. Update your Applicant New Hire packet with 2019 forms.
 - Replace W4 with 2019 version.
 - Ensure your DOL Marketplace Exchange form (mandated by ACA) with current group health insurance renewal information (contribution cost and eligibility) on page 2 of the form.
 - Contact all third-party screening vendors (criminal background, MVR and drug testing) to verify that you are using the latest version of their disclosure and consent forms.
2. Time to update employment posters. [Click here](#) for free posters
 - Print and post the new 2019 Florida Minimum Wage poster by January 1, 2019
 - Check that your Workers' Compensation poster was updated at last renewal.
3. Prepare to distribute W2 forms and ensure forms contain information about the Earned Income Tax Credit (EITC) (most do, but good to check). By January 31, 2019, employees need to be provided EITC information from the mandatory IRS Notice 797. An extra option is to post the notice on employee bulletin board or payroll stuffers. [Click here](#) for information, payroll stuffers and posters.
4. Review, finalize and post 2019 Company Holiday schedule for employees (Christmas and New Years are on Wednesdays in 2019).
5. Complete the last [OSHA 300 log entries](#) for employee injuries and illnesses in 2018; verify all reported cases are added (review requirements for recordable case); and prepare the OSHA 300A summary for posting on February 1 through April 30.
6. Review and request new certificates of insurance from subcontractors for 2019 policy renewals. If you have construction subcontractors, register for the [Florida Construction Policy tracker database](#) and add new subcontractors to your tracking list.
7. Count your 2018 employees. Determine if the company had over 50 employees according to the Affordable Care Act (ACA). If so, prepare IRS form 1095-C for delivery to employees by March 4, 2019 (*delayed by IRS, [read more](#)*). The IRS has not *postponed the deadline for filing forms with the IRS, either February 28, 2019 (under 250 employees and paper filing) and April 1, 2019 (if electronically filing)*.
8. Send a copy of the new 2019 W4 form to active employees, as reminder that they can submit changes in their federal tax withholding for 2019.
9. Request employee updates to address, mobile phone, email and Emergency contacts.
10. Review the Employee Handbook and update as needed. Does your Handbook contain policies regarding:
 - Workplace Safety?
 - Company Mission and Values?
 - Sexual Harassment?
 - Social Media?

Consultstu LLC provides fractional HR services to small/mid businesses to improve HR performance, minimize HR costs and control risks. We deliver customized HR solutions to prevent expensive mistakes and increase employee engagement. Let's start a conversation at 727-350-0370, or email at info@consultstu.com.