

Year-End HR Checklist

Set Your Business Up for Success

The end of the year can feel like a marathon at sprint speed for HR teams. Between processing final payrolls, staying on top of compliance deadlines, wrapping up open enrollment, and planning for next year, there's a lot to juggle.

This checklist is designed to help any HR leader streamline tasks, avoid last-minute surprises, and start the new year confident and organized.

Already working with a PEO?

Many of these items are simplified—or even handled for you.

Not using a PEO yet?

Consider how an HR partnership could save you time, reduce compliance risk, and give you access to more competitive benefits in the year ahead.



1. Compliance & Tax Filings

- ✓ Confirm year-end payroll deadlines.
- ✓ Schedule W-2 and 1099 distributions to meet federal deadlines.
- ✓ Review year-to-date payroll summaries for accuracy.
- ✓ Verify state and federal tax filings (SUTA, FUTA, and others).
- ✓ Check state leave filings (such as Paid Family & Medical Leave where applicable).
- ✓ Validate ACA compliance reporting (Forms 1095-B & 1095-C).
- ✓ Confirm proper classification of employees vs. independent contractors.



With a PEO, many of these filings and classifications are managed or supported directly, reducing your compliance risk.

2. Benefits Review & Open Enrollment

- ✓ Finalize open enrollment for the upcoming year.
- ✓ Analyze participation rates and employee utilization of current plans.
- ✓ Incorporate employee feedback when evaluating benefit offerings.
- ✓ Communicate FSA/HSA contribution limits and rollover policies.
- ✓ Confirm any plan changes and share them clearly with employees.



A PEO often provides access to Fortune 500-level benefits at small-business rates—and handles much of the administration for you.

3. HR & Employee Data Audit

- ✓ Audit employee records for accuracy (addresses, dependents, SSNs, remote status).
- ✓ Confirm PTO balances and carryover policies.
- ✓ Update performance review documentation (if applicable).
- ✓ Ensure all terminations and new hires are properly recorded.



PEO platforms centralize HR and payroll data, making audits faster and more accurate.

4. Workers' Comp & Risk Management

- ✓ Reconcile workers' comp premiums paid vs. actual payroll.
- ✓ Review safety training logs and incident reports.
- ✓ Investigate eligibility for premium refunds or discounts.



Many PEOs include workers' comp coverage and safety support, helping protect your business and your people.

5. Strategic & Financial Review

- ✓ Evaluate HR costs (software, payroll providers, benefits administration).
- ✓ Measure ROI in time savings, compliance risk reduction, and employee retention.
- ✓ Gather feedback from HR, finance, and leadership.
- ✓ Assess service quality—whether from internal teams or vendors.



Compare the cost of managing HR in-house with the efficiency gains of a PEO partnership.

6. Evaluate Your HR Approach

- ✓ Year-end is the perfect time to ask: Is my current HR model working?
- ✓ If in-house: Are compliance risks or admin tasks overwhelming your team?
- ✓ If payroll-only: Are benefits and compliance gaps holding you back?
- ✓ If with a PEO: Are you receiving the service and ROI you deserve—or is it time to explore alternatives?



The right PEO partner reduces admin stress, improves compliance, and scales HR support as your business grows.

7. Communication & Planning

- ✓ Share benefit updates and policy changes with employees.
- ✓ Communicate any upcoming HR or payroll transitions.
- ✓ Set goals for next year's HR strategy: automation, cost savings, employee engagement.



PEOs often provide communication templates, planning tools, and dedicated support to make change management smoother.

Final Thought

This checklist covers the essentials—but you don't have to tackle them all alone. CoAdvantage partners with growing businesses to simplify HR, payroll, benefits, and compliance, so you can focus on what matters most: your people and your growth.