

BUSINESS OWNER PAYROLL COMPLIANCE CHECKLIST:

1. Is there a W-4 and I-9 on file?
2. Is the employee handbook up to date?
3. Do I consistently complete performance appraisals and reviews for all employees?
4. Do I have current compliance posters in my office?
5. Do I know how to handle a sexual harassment claim?
6. Do I have procedures to train a new employee or discharge an employee?
7. Is there a safety manual and do I comply with safety standards?
8. Am I sure of the deposit due dates and do I have procedures to ensure they are met?
9. Do I periodically check my software for correctness? (Tip: Circular E has the latest tables, rules and guidelines.)
10. Have I properly classified my employees as exempt or non-exempt under the Fair Labor Standards Act?
11. Am I sure employee Social Security numbers are correct? (Tip: Go to www.ssa.gov/employer/ssnvspamphlet.htm to ensure proper SS numbers.)
12. Do I have any third party sick pay claims? (Tip: IRS Pub. 15-A has the reporting rules.)
13. Consider reclassifying independent contractors as employees.