

HR Compliance Checklist

A practical starting point for New Jersey employers. Use this checklist to spot gaps in your HR foundation — then reach out for a consultation to close them.

Hiring & Onboarding

- ☐ Completed and correct Form I-9 on file for every employee
- ☐ New hires reported to the state new-hire registry
- ☐ Offer letters and job descriptions documented
- ☐ Required federal and NJ notices provided at hire
- ☐ Structured, consistent onboarding process in place

Policies & Handbook

- ☐ Current employee handbook aligned with federal and NJ law
- ☐ Signed handbook acknowledgment for each employee
- ☐ Anti-harassment and EEO policies documented and communicated
- ☐ Leave policies (FMLA, NJ FLA, NJ earned sick leave) up to date
- ☐ State-specific addenda for any out-of-state employees

Wage, Hour & Classification

- ☐ Employees correctly classified as exempt or non-exempt
- ☐ Independent contractors properly classified
- ☐ Overtime calculated and paid correctly
- ☐ Meets current NJ minimum wage and pay-frequency rules
- ☐ Accurate timekeeping and payroll records maintained

Recordkeeping & Postings

- ☐ Personnel files complete, organized, and secured
- ☐ I-9s stored separately with correct retention periods
- ☐ Required federal and NJ labor law posters displayed
- ☐ Document retention schedule followed
- ☐ Confidential and medical records kept separate

Workplace & Risk

- ☐ Workers' compensation coverage in place
- ☐ Safety and injury-reporting procedures documented
- ☐ Consistent, documented performance management process
- ☐ Termination and offboarding process documented
- ☐ Periodic HR audit scheduled to catch gaps early

Need help closing these gaps? Grateful Synergies provides fractional HR consulting for businesses throughout New Jersey.

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This checklist is provided for general informational purposes only and is not legal advice.