

Mid-Year HR Compliance Audit Checklist

A practical review of the records, wage practices, and classifications most likely to draw scrutiny mid-year. Work through each item, check what holds up, and bring the gaps to a conversation.

01 New Hire Compliance

Since January

- ☐ I-9 completed and stored separately from personnel files for every hire since January
- ☐ Wage theft prevention notices issued at hire
- ☐ Required local/state postings current for any new location
- ☐ Offer letters and signed acknowledgments filed

02 Documentation

- ☐ Personnel files contain only what belongs there
Applications, offer letters, signed acknowledgments, coaching/discipline/separation records.
- ☐ Medical records, accommodation paperwork, and investigation materials stored in a separate confidential file
- ☐ Training and education records logged with employee name, trainer/provider name, date and duration, competencies covered, and certifications issued
Required under SB 513, effective January 1, 2026.
- ☐ Retention confirmed at 4 years for personnel files and payroll/time records

03 Wage and Hour

- ☐ Meal and rest break premiums tracked as wages, not just logged as HR incidents
- ☐ Break premiums appearing on the wage statement for the pay period in which they were owed
- ☐ Wage statements checked against all 9 required data points under Labor Code 226
Gross wages, hours worked, deductions, net wages, pay period, all applicable hourly rates, piece-rate data where relevant, employee ID info, and employer legal name/address.
- ☐ Any employee working multiple rates in a single pay period reviewed for correct rate itemization

04 Classification

- ☐ Every contractor engaged since January re-checked against the ABC test, not just the original hiring decision
- ☐ Any role that shifted from project-based to ongoing/full-time flagged for reclassification review
- ☐ Contractor relationships doing core business work, on company-set schedules, flagged as high-risk regardless of contract language

05 Manager Practices

- ☐ Verbal coaching or discipline since January confirmed to exist in writing somewhere
- ☐ Internal complaints handled since January have a documented outcome, not just a conversation

Questions on any item above?

These rules move quickly, and the gaps are rarely obvious from the inside. Talk to our HR advisory team and we will walk through it side by side.

TALK TO OUR HR ADVISORY TEAM

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