



Lori Kleiman
SPHR, SHRM-SCP

Year-End Doesn't Have to Be Chaos!

The Tools You Need to Get
Ready for 2025

Where are we going today.....



Issues
Impacting HR

Year end
administration
and January
2025

Staying focused!

Meet
**Lori
Kleiman**

SPHR, SHRM-SCP

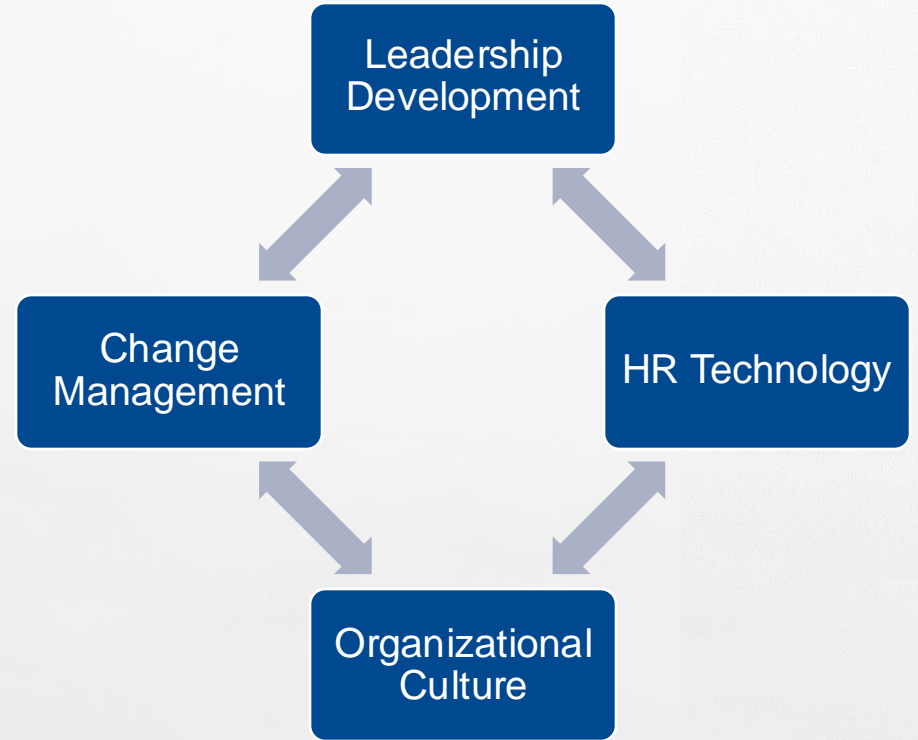




Issues impacting HR

Staying
focused!

Year end
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Hybrid Work
is here to
stay...
but we've
learned



Inflation and Salaries



Big Picture of Employee Wellbeing



Your HR Experience

- a) Below 1 Year
- b) 1-3 Years
- c) 4-7 Years
- d) 7-14 Years
- e) 15+Years

Year end administration and January 2025

Issues
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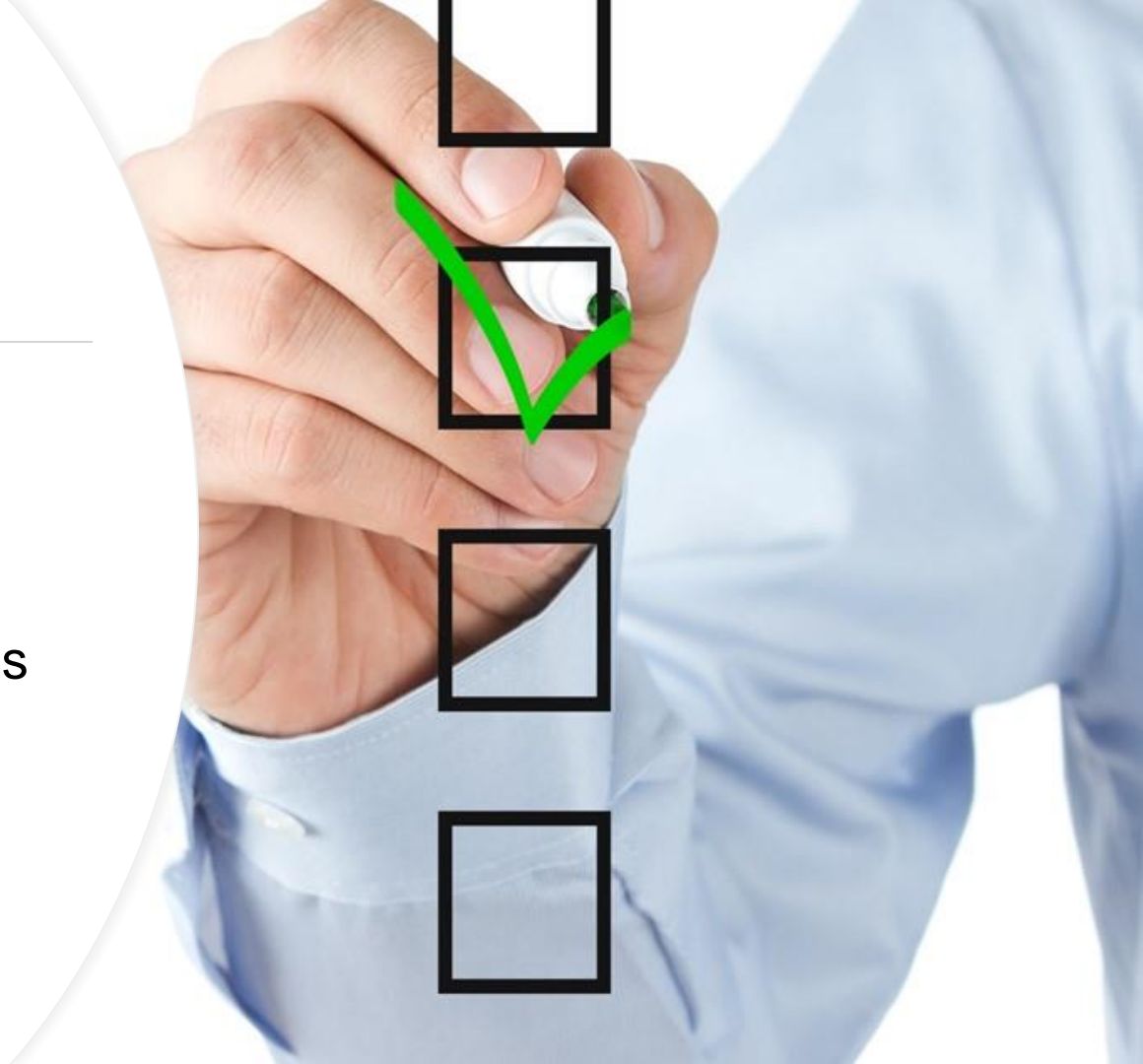


Use Your
Technology
to Help!



End of Year Payroll Checklist

- Verify W2's
- Determine excess 401(k) contributions
- Imputed income calculations
- Year end bonus
- Owner tax calculations
- If bi-weekly – 27 checks?



Kick off 2025 Payroll Checklist

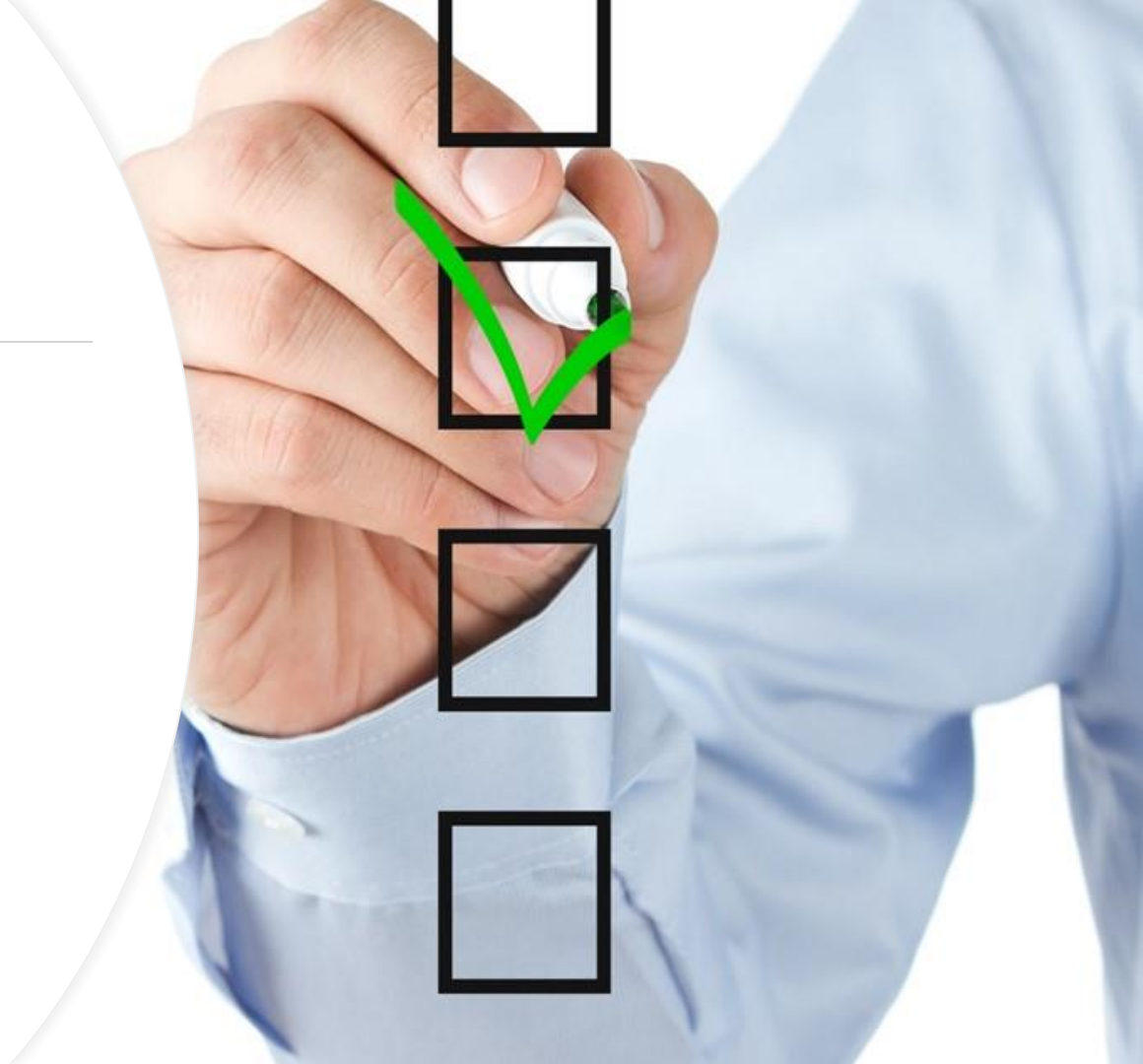
- Review 401(k) new limits
- Enter Flex and HSA spending elections; and new limits
- Payroll schedule for next year
- Update benefit costs if appropriate
- Reset PTO per policy



USE
TECH!

January 2025 Checklist

- Prepare for 401(k) audit
- Complete OSHA 300A
- Train managers on new regulations
- Conduct I9 Audit
- 2025 holiday and payroll schedule
- Posters



Are you HR Certified?

- a) aPHR
- b) PHR or SHRM-CP
- c) SPHR or SHRM-SCP
- d) Getting certified in 2025
- e) Not interested in HR certification

Updating Employee Handbooks



- State/local Law changes
- DEI awareness
- Policy review and update
- At-will employment
- Handbook supersedes all others
- Anti-harassment and discrimination....bullying policy

January Checklist

New State Laws

- Minimum wage
- Salary history ban
- Paid time off requirements
- Personal use of devices
- Anti-harassment training/Policy
- Posters



A photograph of two men in an office. The man on the left, wearing a light blue button-down shirt and grey trousers, is adjusting the dark tie of the man on the right. The man on the right is wearing a white button-down shirt. They are standing in front of a large window that looks out onto green trees. The scene is brightly lit. A large blue diagonal overlay covers the left side of the image, containing the text.

Options for Anti-harassment training

Your HR Role

- a) Admin/Coordinator
- b) Generalist
- c) Manager
- d) Director or above
- e) Other



Staying focused!

Year end
administration and
January 2025

Issues
Impacting HR

Only so
many
hours in
the day



Put on
your
facemask
first!



Payroll Systems and Small Offices

Electronic
timekeeping

Workers
Comp
calculations

Employee
self service

PTO
tracking

Virtual
Employee
Files



Employment
Practices
Liability
Insurance



A silhouette of a person wearing a cap and holding a fishing rod, standing on a small wooden dock in the middle of a calm lake. The background is a soft, hazy landscape with trees and hills under a warm, golden light, suggesting sunrise or sunset. The water reflects the light, and a thin layer of mist hangs over the surface.

Give

an employee a healthcare ID card
they have it for the day;

Teach

them to print their own ID
card, they have it for life

Lets Stay Connected!

Send an email to

 hrtopicsgift@gmail.com

OR

Scan the QR code



www.hrtopics.com



lori@hrtopics.com



[@lorikleiman](https://twitter.com/lorikleiman)



facebook.com/HRTopics/

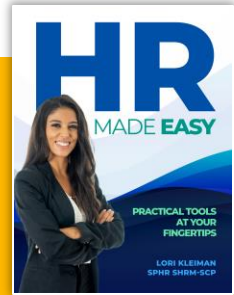


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