



Payroll Compliance Checklist



A comprehensive payroll compliance checklist designed for U.S.-based employers, HR teams, and payroll managers. Use this document to ensure compliance with federal, state, and local payroll regulations.

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Employee Classification Compliance (FLSA)

- Correctly classify workers as employees or independent contractors
- Identify exempt vs non-exempt employees
- Review employee classifications regularly
- Maintain written classification records

New Hire Documentation

- Collect completed Form W-4
- Verify employment eligibility using Form I-9
- Report new hires to the state agency
- Secure employee personnel records

Wage & Hour Compliance

- Follow federal and state minimum wage laws
- Track employee work hours accurately
- Calculate overtime correctly
- Comply with final paycheck laws

Payroll Processing Accuracy

- Use reliable payroll software
- Process payroll on a fixed schedule
- Verify gross pay, deductions, and net pay
- Resolve payroll errors promptly

Payroll Taxes (Federal & State)

- Withhold federal income tax
- Withhold Social Security and Medicare taxes
- Pay applicable state and local taxes
- File Forms 941, 940, W-2, and W-3 on time

Benefits & Deductions

- Deduct benefits accurately
- Obtain employee authorization for deductions
- Comply with wage garnishments
- Apply deductions consistently

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Pay Stub Compliance (USA)

- Provide pay stubs every pay period
- Include all required pay details
- Follow state-specific pay stub rules
- Offer electronic or paper pay stubs

Recordkeeping Requirements

- Retain payroll records for required periods
- Protect payroll data security
- Ensure audit accessibility
- Comply with privacy laws

Paid Leave Compliance

- Track PTO and sick leave balances
- Comply with federal and state leave laws
- Apply leave policies consistently
- Update leave policies as laws change

Contractor Compliance

- Collect Form W-9
- Issue Form 1099-NEC
- Avoid worker misclassification
- Maintain contractor payment records

Multi-State Payroll Compliance

- Register for payroll taxes in each state
- Apply correct state tax rates
- Monitor nexus and remote work rules
- Follow state labor laws

Payroll Audits & Tools

- Conduct internal payroll audits
- Review payroll reports regularly
- Stay updated on payroll law changes
- Use secure payroll compliance tools



**Thank
You!!**



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