

HR COMPLIANCE CHECKLIST



This checklist is designed to help small businesses in Michigan stay compliant with key HR laws and best practices. Use it as a quick reference tool to ensure you are meeting state and federal requirements while building a strong foundation for your workforce.

HIRING & ON-BOARDING

- ☐ Confirm new hire reporting requirements with the State of Michigan.
- ☐ Provide Form I-9 and verify employment eligibility within 3 business days.
- ☐ Distribute federal and state required labor law posters.
- ☐ Issue employee handbook and obtain signed acknowledgement.

PAYROLL & CLASSIFICATION

- ☐ Correctly classify workers as W-2 employees or 1099 contractors.
- ☐ Comply with Michigan minimum wage requirements.
- ☐ Ensure accurate overtime calculations under FLSA and Michigan law.
- ☐ Maintain proper payroll records for at least 3 years.

LEAVE & TIME OFF

- ☐ Comply with Michigan's Earned Sick Time Act (for eligible employers).
- ☐ Track PTO, vacation, and sick leave accruals in line with policy.
- ☐ Provide required leave notices (FMLA, ADA, ESTA, etc., if applicable).

WORKPLACE POLICIES

- ☐ Maintain anti-discrimination and anti-harassment policies compliant with EEOC and Michigan law.
- ☐ Ensure OSHA workplace safety requirements are posted and followed.
- ☐ Develop and enforce a remote work or hybrid work policy (if applicable).

EMPLOYEE ENGAGEMENT & RECORDS

- ☐ Maintain updated personnel files for all employees.
- ☐ Document performance reviews and corrective actions.
- ☐ Regularly communicate recognition and engagement initiatives.

NOTES

Disclaimer: This checklist provides general HR guidance and is not intended as legal advice. For specific compliance questions, consult with a qualified HR or legal professional.