



Paycor[®]

A Paychex[®] Company

Empowering Leaders[®]

HR's Compliance Toolkit:

How to Stay Current with
Federal & State Regulations



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EXECUTIVE SUMMARY



HR compliance has always been complex. But in this era of rapid, accelerating change, it's more intricate and time-consuming than ever. Leaders are navigating changing federal regulations, state laws, economic pressures, and cultural shifts every day.

For most HR teams, keeping up with new best practices is a full-time job. **Just 1 in 3 organizations takes a proactive approach to compliance ([HR.com](https://www.hr.com)).** The remaining 66% are stuck in **reactive mode**, racing to address gaps and narrowly avoiding expensive penalties. And the cost isn't just financial; these companies are wasting valuable time and energy HR could be spending on long-term strategic planning.

This toolkit empowers you to change that. Inside, you'll find tools, tips, and strategies that will help you build a process that grows along with your company. It's time for leaders to take charge of compliance – and it all starts here.

TOP COMPLIANCE RISKS FOR GROWING COMPANIES

Ever feel like you're being penalized for success? As companies grow, they face increasing compliance pressure. Federal, state, and sometimes even municipal regulations add up quickly, change often, and require constant vigilance from HR leaders.

Small companies tend to build organic processes. You hire someone in another state, and HR spends a day researching the rules that apply to that employee. Then you hire your 50th worker, and it's time to learn about health insurance. Over time, those processes become inefficient and frankly dangerous. The stakes – and the fines – get higher along with your headcount.

Want to prepare for sustainable company growth? Use our compliance checklist to help keep your team on track, every step of the way.

How Paycor Helps: [Compliance Solutions](#) | [Benefits Administration](#) | [Talent Acquisition Software](#)





HR'S COMPLIANCE CHECKLIST

Recruiting, Hiring, and Termination

Compliance Requirement	Stakeholder(s)	Date Reviewed	Updates Needed?	Updates Implemented
<i>Example</i>	<i>Anne Smth</i>	<i>6/1/2026</i>	<i>Y</i>	<i>7/1/2026</i>
Interview Questions (avoiding salary history, etc.)				
Fair Hiring Practices				
Anti-Discrimination Laws (Title VII, EEOC regulations, etc.)				
ADA Regulations				
Background Checks				
Employment Authorization Forms (I-9)				
Collective Bargaining Agreements				
Termination Procedures (termination notice requirements, PTO payouts, etc.)				
Final Paychecks				

Safety Procedures

Compliance Requirement	Stakeholder(s)	Date Reviewed	Updates Needed?	Updates Implemented
Safety Training (OSHA)				
Harassment Policy				
Procedures for Filing Complaints				
Complaint Review Process				

Compensation Strategy

Compliance Requirement	Stakeholder(s)	Date Reviewed	Updates Needed?	Updates Implemented
Worker Classification (independent contractor vs. employee)				
Employee Classification (exempt or nonexempt status)				
Minimum Wage Requirements				
Pay Equity Laws				
Tax Reporting Compliance				

Benefits

Compliance Requirement	Stakeholder(s)	Date Reviewed	Updates Needed?	Updates Implemented
Family and Medical Leave Act (FMLA)				
Health Insurance				
Unemployment Insurance				
Non-Traditional Benefit Compliance				
Paid Family Leave				
PTO Policies				

Data Privacy & Security

Compliance Requirement	Stakeholder(s)	Date Reviewed	Updates Needed?	Updates Implemented
Data Privacy Laws (GDPR, CCPA, etc.)				
Employer Reporting (EOO-1, CA Pay, etc.)				
HIPAA Regulations				
Data Breach Response Plan				

Company Policy

Compliance Requirement	Stakeholder(s)	Date Reviewed	Updates Needed?	Updates Implemented
Employee Handbook Development and Ongoing Updates				
Procedure for Sharing Employee Handbook Updates				

FEDERAL VS. STATE REGULATIONS

Every company with employees in the U.S. needs to comply with federal employment laws. Different rules will apply based on your company size and industry. But as a baseline, every HR team should be familiar with these regulations:

- ✓ Affordable Care Act (ACA)
- ✓ Age Discrimination in Employment Act (ADEA)
- ✓ Americans with Disabilities Act (ADA)
- ✓ Consolidated Omnibus Budget Reconciliation Act (COBRA)
- ✓ Equal Pay Act (EPA)
- ✓ Fair Credit Reporting Act (FCRA)
- ✓ Fair Labor Standards Act (FLSA)
- ✓ Family and Medical Leave Act (FMLA)
- ✓ Genetic Information Nondiscrimination Act (GINA)
- ✓ Immigration Reform and Control Act (IRCA)
- ✓ National Labor Relations Act (NLRA)
- ✓ Occupational Safety and Health Act (OSHA)
- ✓ Title VII of the Civil Rights Act
- ✓ Uniformed Services Employment and Reemployment Rights Act (USERRA)

Multi-state organizations may also need to stay compliant with varying state and local regulations, some of which differ from federal law. When that happens, HR best practice is to follow the law that offers greater worker protections. State and local rules are often more strict than federal ones.

As your company grows, these requirements add up fast. Every time you hire in a new state, you assume a brand new set of compliance obligations: leave laws, minimum wage rates, pay transparency requirements, final paycheck rules, income tax withholding...the list goes on.

Consistency is the key to long-term success. Build a scalable process and lean on trustworthy resources that get updated on a predictable schedule.

How Paycor Helps: [Compliance Solutions](#) | [Regulatory Compliance](#) | [Payroll Tax Compliance](#)

STATE-BY-STATE LAWS: A DYNAMIC RESOURCE LIST

These dynamic resources are updated annually. Bookmark them today, then refer to them again when it's time to review your compliance strategy.

Wages and Overtime

- [Minimum Wage Rates by State](#)
- [Overtime Pay Laws by State](#)
- [California Minimum Wage by City and County](#)
- [Pay Frequency Requirements by State](#)

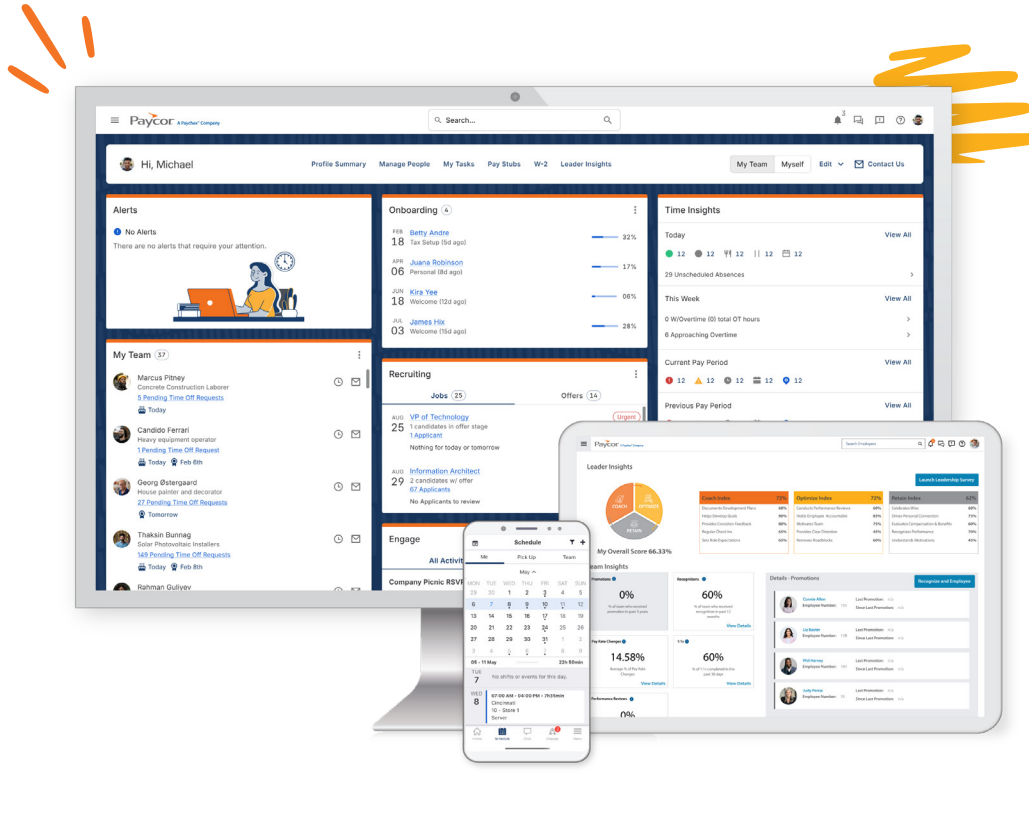
Leave & PTO

- [Maternity Leave Laws by State](#)
- [PTO Payout Laws by State](#)
- [Paid Sick Leave Laws by State](#)
- [Lunch Break Laws by State](#)
- [Predictive Scheduling Laws: A City-By-City Guide](#)

Payroll, Pay Transparency, and Taxes

- [Final Paycheck Laws by State](#)
- [Pay Transparency Laws by State](#)
- [State Income Tax Rates](#)





The Paycor Advantage

Paycor, a Paychex company, connects leaders to people, data, and expertise. We help leaders drive engagement and retention by giving them tools to coach, develop, and grow employees. We give them unprecedented insights into their operational data with a unified HCM experience that can seamlessly connect to other mission-critical technology. And by providing expert guidance and consultation, we help them achieve business results and become an extension of their teams.



Want more information?
Visit [Paycor.com](https://www.paycor.com) to learn more.

