



2025 Year-End Prep

for HR Pros &
People Leaders



what to expect

- you're on mute - but please be interactive! chat in questions as you have them and i'll answer along the way, at the end, or in a follow-up.
- we're going through a lot - but hr is a big job! please reach out if you need anything after the webinar.
- after the webinar, you will receive a follow-up email with a recording, resources, contact info, and the credit codes from SHRM & HRCI. Give us til the end of the day.

you will earn credits!



To receive codes for the recertification credits, plan to attend all 60 minutes of this webinar. This program is valid for 1 PDC toward SHRM-CP and SHRM-SCP recertification.

This activity has been approved for 1 HR (General) recertification credit hours toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through HR Certification Institute® (HRCI®). For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org.



You First

- ◆ HR Certification Status
- ◆ Health Check Up
- ◆ Growth Opportunities
- ◆ Phone Down
- ◆ Laugh with Friends

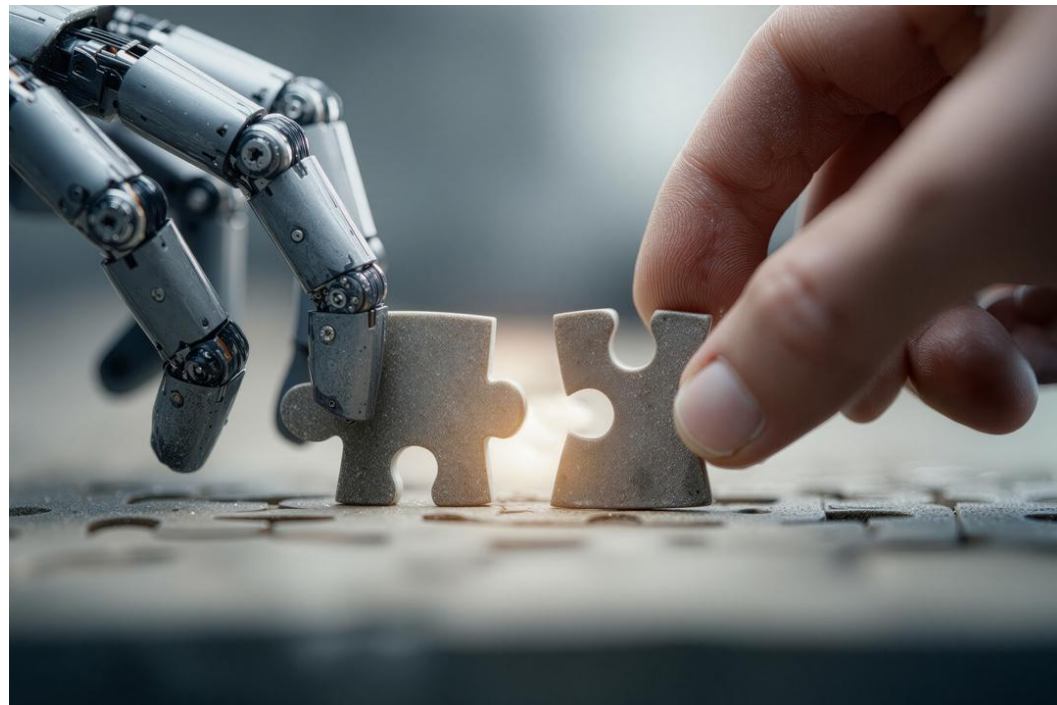
Technology for a Better Life

- Digital Posters
- Predictive People Analytics
- Applicant Tracking
- Paperless Onboarding
- Learning Management System (LMS)
- Utilizing AI (Artificial Intelligence)

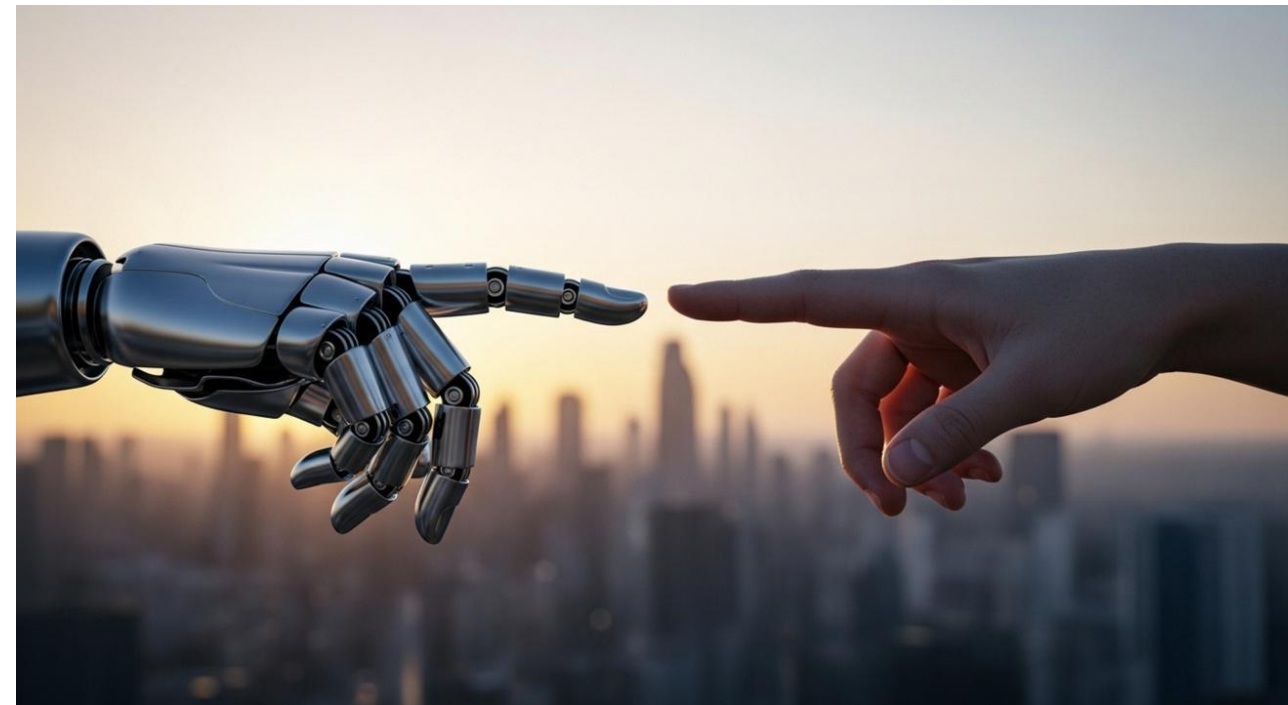


Let's Talk A.I.

How we're using it now



Where it's going



What does it mean for us?



Reports and Notices

- OSHA Record Keeping
- EEO-1 Data Audit
- Affordable Care Act Notices
- Posters
- W2s
- State Requirements



OBBBA

A few clarifications to begin!

Plus - check out our Year-End Payroll webinar happening in one week, where we'll talk more in depth about how Thread and isolved are handling these changes from the payroll side.

threadhcm.com/webinars



Pre-Hire Process



- Sourcing and Posting Jobs
- Career Page and Screening
- Communication is Key
- Drug and Background Screening
- Ban the Box Laws
- Pay Ranges



Pay Transparency

- Review state requirements and job posting process
- Update Job Descriptions and pay ranges
- Train HR & Recruiters
- Know recordkeeping requirements



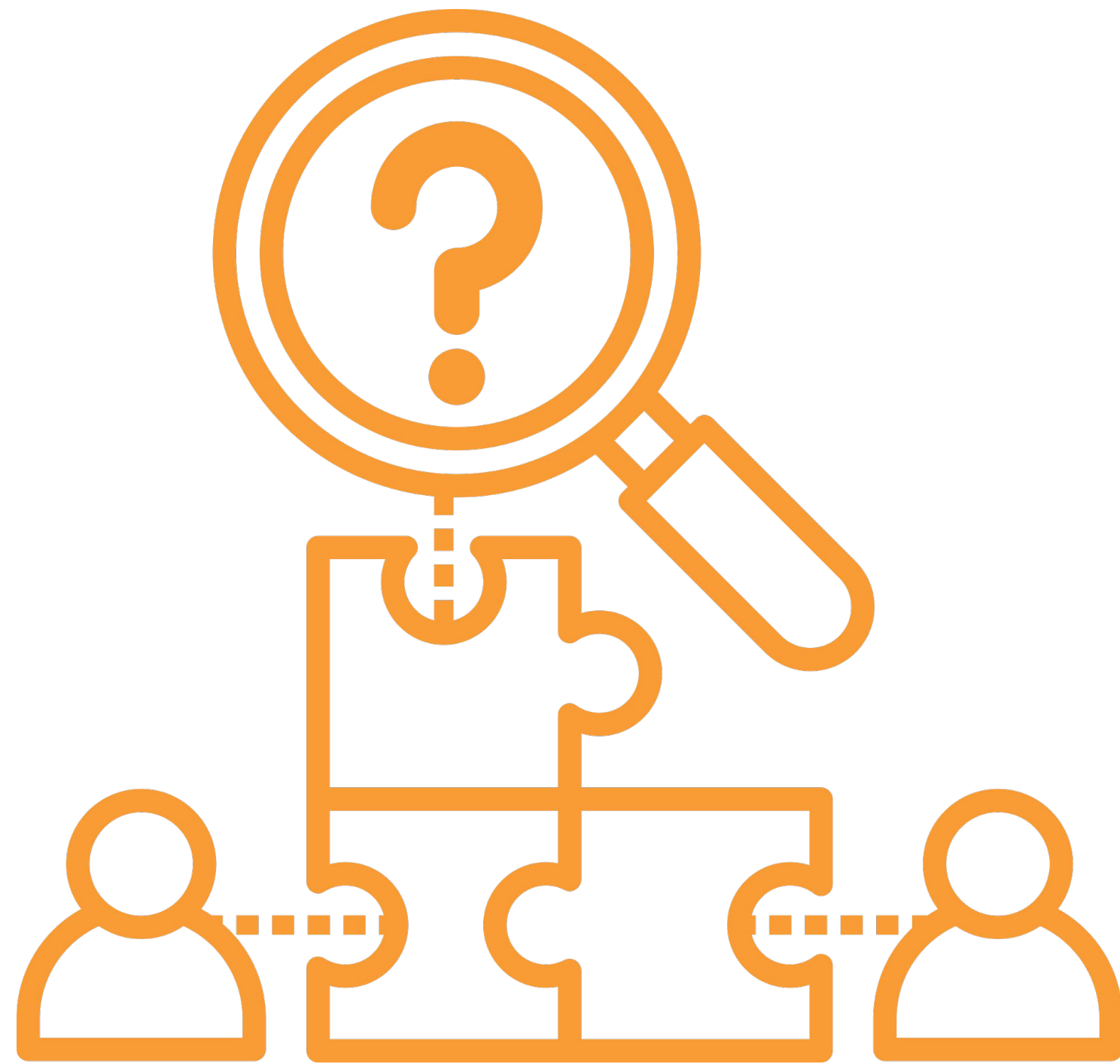
Forms & Policies

- Handbook Review and Update
- New I-9 Form (8/1/23 still ok)
- Job Description Updates
- Pre-Hire and New-Hire Forms
- Performance Management Toolkit
- Employment Agreements - Non-Competes
- Benefits Summaries



Note: We're hosting a Handbook Update webinar with SHRM-Atlanta next Tuesday!

Recording will be sent out if you can't make it. threadhcm.com/webinars



Identify Compliance Gaps

- **Multi-State Requirements**
- Minimum Wage
- Leave Requirements
- Job Posting Requirements
- Training Requirements
- I-9 and E-verify

Wage and Hour Compliance

- Salary Level still \$35,568
- Job Classifications
- Pay Practices
- Auto-Deducts, Breaks, Comp-Time
- Independent Contractors
- Time Tracking
- Overtime Bonus Calculation
- Final Pay Requirements



Get Organized



Email Inbox Subfolders



Move Toward Paperless



Vendor Contract Renewals



Archive Old Folders, Email, Files



Start Budget Planning



Employees on Leave



Licensing Renewals



Payroll Data

- Update Pay Ranges
- Year-End Deadlines/Blackouts
- Tax Elections
- Emergency Contacts
- PTO/Vacation Balances and Carry-Over
- Payroll Calendar & Holidays for the Upcoming Year
- Beneficiaries for life insurance and retirement plans





Training

- New Employee Onboarding
- Harassment and Discrimination
- Growth Mindset and Mapping
- HR 101 for Supervisors
- Management Skills Training
- Use a Learning Management System

Retain Your Best

- Stay Surveys and 1-2-1s
- Goals change
 - Listen and adjust the plan
- Know their timeline and plan together
- Pay what they're worth before they leave
- Be creative
 - Trainer, dog-sitter, PTO, projects...



Analyze and Plan

- Turnover
- Incident Rates
- Benefits Plan Design
- Budgets
- Wage Compression
- Alignment with Company
- Leading Indicators and Metrics





Goals

- Growth Strategy
- Compliance Gaps
- Skills and Knowledge
- Processes
- Technology for Efficiency
- Documentation/Organization
- Engagement



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thank you for your time
we look forward to supporting you

any questions?