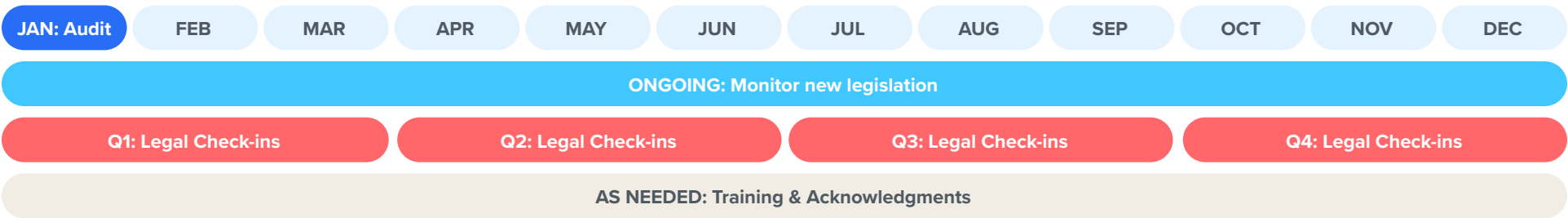






Stay on Track with Compliance: Your Year-Round HR Checklist

A simple guide to managing policies, legal updates, and training throughout the year, powered by Namely.

YEARLY TIMELINE



JANUARY Annual Compliance Audit	ONGOING Monitor New Legislation	QUARTERLY Legal Check-Ins	AS NEEDED Training & Acknowledgments
<ul style="list-style-type: none">○ Review handbook policies○ Audit I-9s, leave, and training logs○ Check multi-state compliance gaps	<ul style="list-style-type: none">○ Subscribe to compliance alerts○ Track laws affecting remote workers○ Maintain a compliance log	<ul style="list-style-type: none">○ Meet with legal/compliance advisors○ Adjust training or documentation○ Reconfirm classifications	<ul style="list-style-type: none">○ Track state-required training deadlines○ Provide refreshers○ Document completions and signatures
<div><div>TIP</div><div> Use Namely's Compliance features to flag outdated policies and jurisdictional gaps.</div></div>	<div><div>TIP</div><div> Namely's HCM software surfaces real-time alerts for state-specific updates.</div></div>	<div><div>TIP</div><div> Build quarterly internal, or 3rd party, reviews into your calendar to stay proactive—not reactive.</div></div>	<div><div>TIP</div><div> Namely's HCM platform tracks training status and acknowledgments in one centralized dashboard.</div></div>

Let's Tackle Your Challenges Together

Discover how Namely can help your entire organization work smarter, adapt more quickly to change, and better plan for the future. Visit namely.com to learn more.

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