

HR Compliance Checklist Updated January 2026

For Employers in Illinois, Wisconsin, and Minnesota

Use this checklist to assess whether your HR practices, documentation, and manager training are aligned with current 2026 requirements. If you answer “no” to multiple items, it may be time for a formal compliance review.

1. Policies & Documentation

- Employee handbook reviewed and updated within the last 12 months
 - Policies reflect current federal, state, and local requirements
 - Job descriptions reviewed for accuracy and classification alignment
 - Offer letters and onboarding documents updated
 - Policies applied consistently across all departments and locations
 - Multi-state policies reviewed for state-specific compliance
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2. Wage & Hour Compliance

- Exempt vs. non-exempt classifications reviewed
- Overtime calculations audited for accuracy
- Timekeeping practices consistently enforced
- Pay practices reviewed for compliance with minimum wage laws
- Payroll deductions reviewed for compliance

State Callouts

Illinois:

- Overtime, rest period, and scheduling requirements reviewed

Wisconsin:

- Federal wage and hour standards consistently applied

Minnesota:

- Wage theft prevention and classification documentation current

3. Leave & Attendance

- FMLA policies reviewed and manager training completed
- Paid leave policies align with current state requirements
- Attendance and call-off policies reviewed for conflicts with leave laws
- Accommodation processes documented and communicated
- Leave tracking procedures accurate and consistent

State Callouts

Illinois:

- Paid Leave for All Workers correctly integrated into PTO policies

Minnesota:

- Paid Family & Medical Leave (PFML) processes implemented
 - Coordination between PFML, FMLA, and PTO documented
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4. Hiring, Interviews & Onboarding

- Interview practices reviewed for consistency and compliance
 - Job postings reflect current job requirements and pay transparency rules
 - Background check and pre-employment screening practices reviewed
 - AI or automated hiring tools reviewed for compliance risk
 - I-9 and employment eligibility processes audited
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5. Performance Management & Discipline

- Performance evaluation process documented
- Progressive discipline policies clearly defined
- Documentation practices consistent across supervisors
- Termination processes reviewed for legal risk
- Retaliation prevention training completed

6. Manager & Supervisor Training

- Managers trained on leave laws and accommodation conversations
 - Supervisors understand wage and hour basics
 - Clear escalation path to HR established
 - Training refreshed within the last 12 months
 - Managers trained on documentation and consistency
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7. Production & Shift-Based Workforce Considerations (If Applicable)

- Overtime practices reviewed across all shifts
 - Attendance policies applied consistently across departments
 - Supervisors trained on documentation expectations
 - Timekeeping and rounding practices audited
 - Job duties reviewed for evolving roles
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8. Risk Management & Readiness

- Internal compliance audit completed or scheduled
 - Employee complaint process clearly communicated
 - Record retention practices reviewed
 - HR support resources identified
 - Legal or HR consulting partner identified
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Not Sure Where to Start?

If this checklist raised questions – or uncovered gaps – you’re not alone.

Hughes Recruiting & Consulting helps employers across **Illinois, Wisconsin, and Minnesota** assess risk, update policies, and train managers to confidently apply HR compliance in real-world situations.

The first consultation is always complimentary.

 Ready to review your 2026 compliance priorities?

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