



How to Keep Up with Workforce Compliance Forms: *Protecting Your Organization and Your Employees*

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Today's Presenters



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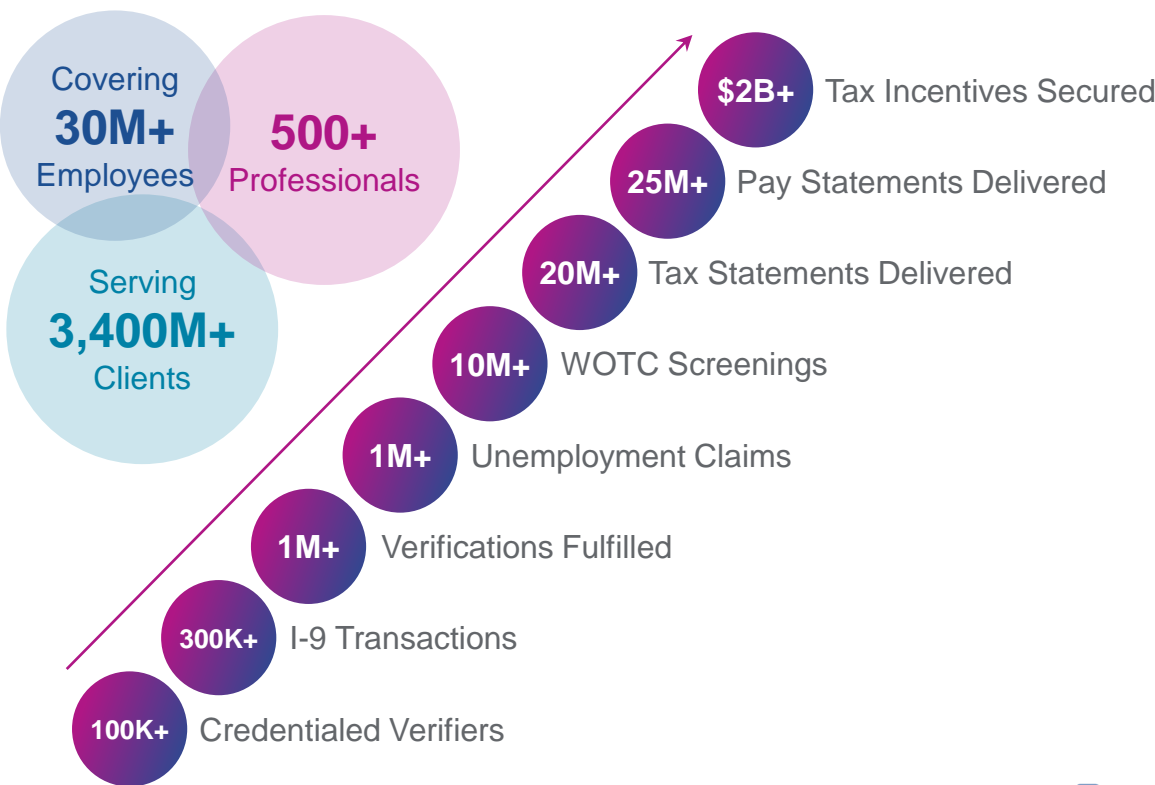
Product Intelligence Manager
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Industry Expertise

At Every Stage of Employment



Serve Employers, Serving Employees



Poll Question 1

Compliance is an issue unique to the legal department.

- True
- False



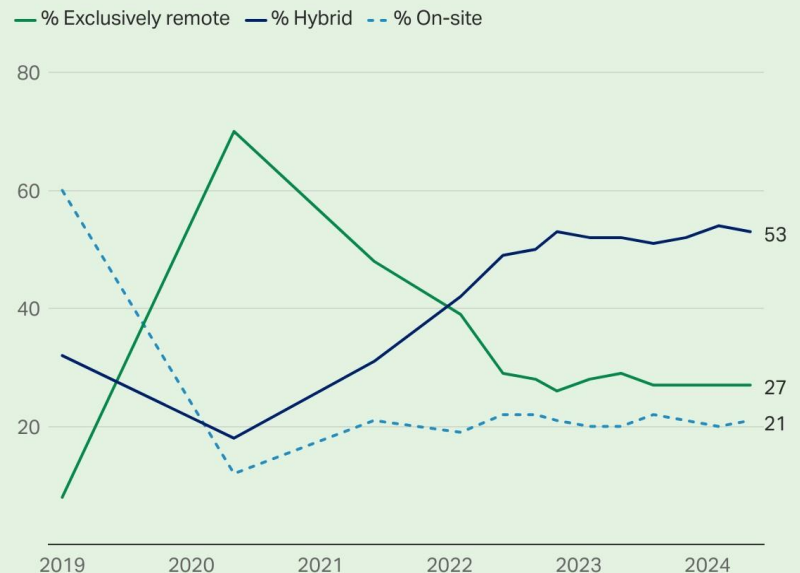
Let's take a look at hybrid workforces ...



Overwhelming Support for Remote/Hybrid Work

Work Locations for U.S. Employees With Remote-Capable Jobs

Employees are returning to the office — but with more remote work flexibility than ever.

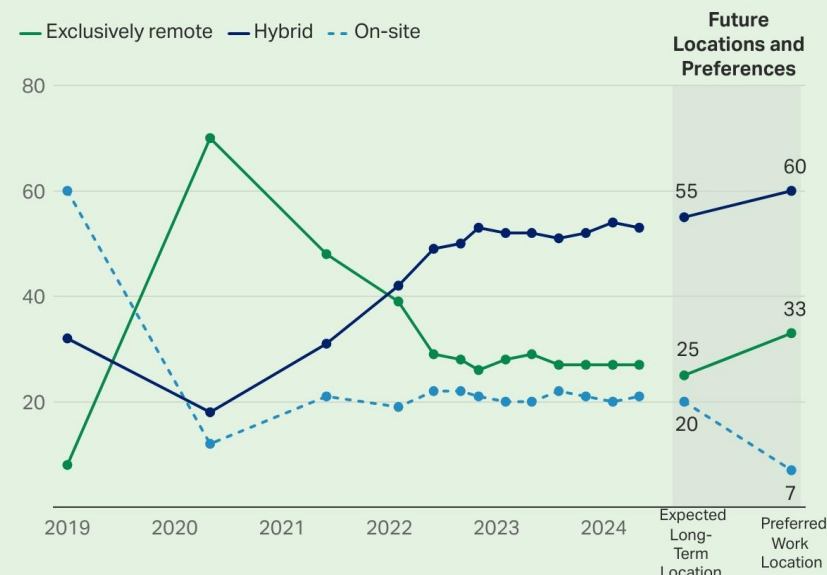


Data are among U.S. full-time, remote-capable employees.

GALLUP

Over Half of U.S. Remote-Capable Employees Expect and Prefer Hybrid Work

% Remote-capable employees working (or expecting or preferring to work) at each location



Dates that appear when hovering over "expected" and "preferred" data are placeholders for purposes of data visualization. Those data are from May 2024 surveys of U.S. full-time, remote-capable employees.

GALLUP

[Gallup: Indicators: Hybrid Work](#)

Employers Navigating Today's Environment

The implications of remote and mobile work are not clearly understood by many employers

How do you introduce new policies and requirements quickly throughout your organization?

How do we monitor where employees are working?

Can we provide employees with the right tools, processes and workflows to complete all necessary business tasks?



Managing Workforce Compliance

Monitoring and
Applying
Regulatory Updates



HR and Payroll
Administrative
Visibility



Supporting the
Entire Employee
Lifecycle



Fulfilling
Compliance
Tasks



Employee
Data
Security



Challenges Posed by a Hybrid Workforce

- Meeting state and local compliance requirements in new jurisdictions as employee base disperses
- Delivering an engaging and streamlined employee onboarding experience
- Keeping the employee experience consistent



Poll Question 2

Which area of compliance is most difficult for your organization to follow?

- Federal laws and regulations
- State laws and regulations
- Local ordinances and regulations
- We struggle with all of them



State & Local Regulations



Challenges to Meeting State and Local Compliance

HR teams need to monitor where employees are working. Employees working remotely are generally subject to the laws in the state in which work is done. And they can easily move!

Compliance items to consider as employees work from new states:

- Wage theft payment notifications
- Paid sick + family leave laws
- Workers' compensation
- Labor law notifications
- State unemployment/separation notifications



Poll Question 3

As a multi-state employer, which state process(es) cause you the most headaches?

- Onboarding forms
- Tax withholding
- Required postings for employees
- Not a multi-state employer



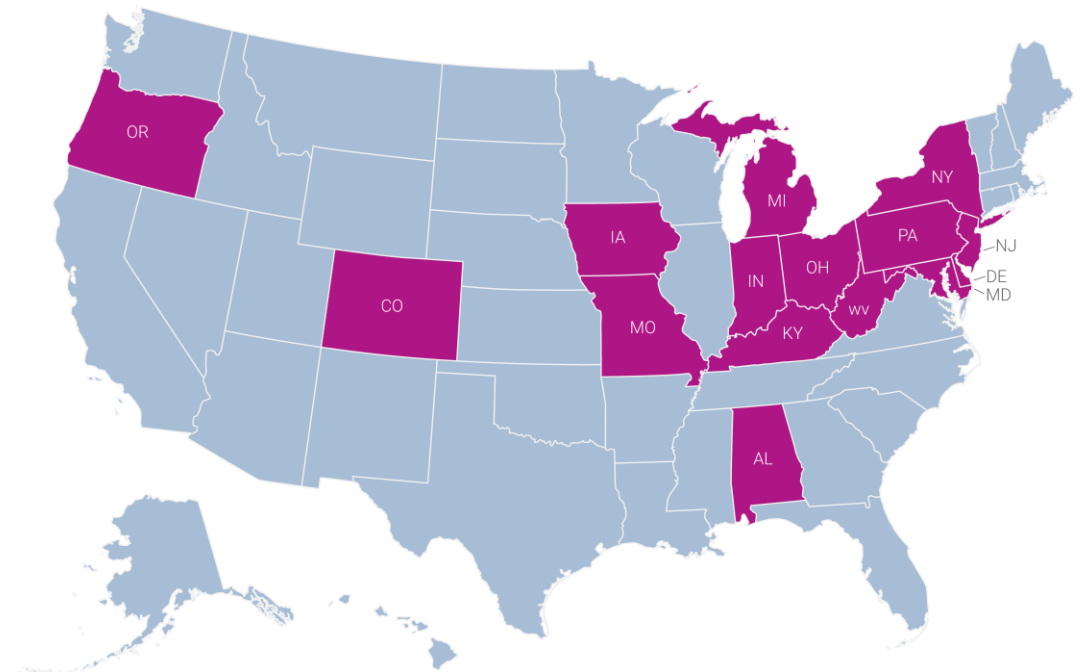
Challenges to Meeting State and Local Compliance

Tax Withholding

15 states currently allow tax authorities to impose local tax taxes:

- *Alabama*
- *Colorado*
- *Delaware*
- *Indiana*
- *Iowa*
- *Kentucky*
- *Maryland*
- *Michigan*
- *Missouri*
- *New Jersey*
- *New York*
- *Ohio*
- *Oregon*
- *Pennsylvania*
- *West Virginia*

Employers should actively monitor where employees live and work; multi-jurisdictional employees should estimate time spent in each jurisdiction.



Challenges Posed by a Hybrid Workforce

COVID and post-COVID hiring activities added strain to onboarding activities

Highly affected processes include:

- Employee compliance in general
- Form I-9 process - especially remote
- Tax withholding
- Managing employee needs as they leave your organization
- Unemployment management tools
- Employee access to needed documentation, i.e. paystubs and tax statements



Challenges to Meeting State and Local Compliance

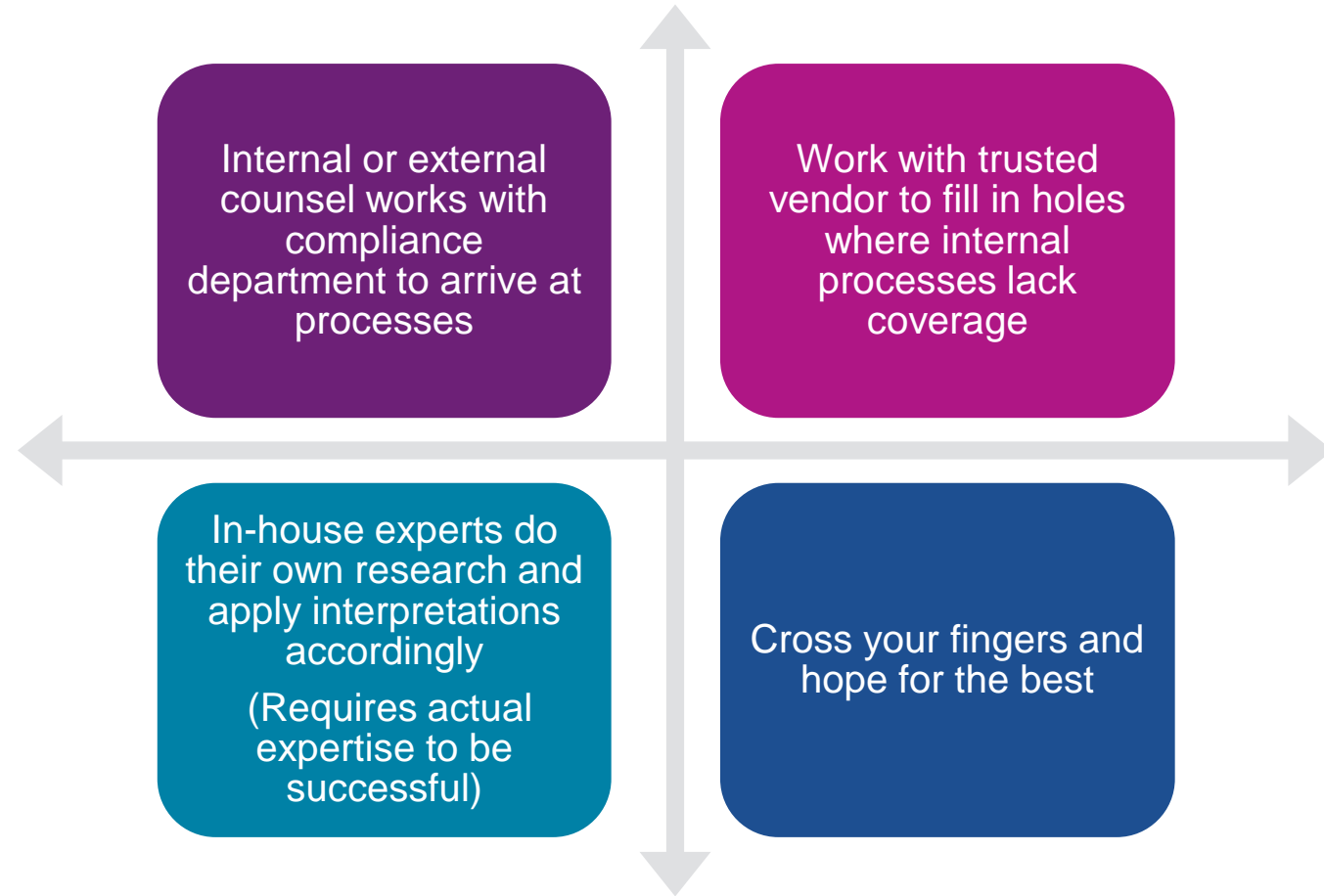
Consistent application of narrowly defined processes is key

- Automate...automate...automate: Employ self-service applications to alleviate administrative burdens for your HR & Payroll teams and streamline the experience for employees
- Introduce new functionality, policies and workflows quickly. Communication is of utmost importance
- Simplify complex compliance activities
- Give administrators the necessary visibility into compliance activities across the organization



Challenges to Meeting State and Local Compliance

Monitoring the Landscape



Poll Question 4

My organization conducts annual compliance training.

- True
- False



“What if I get it wrong?”



Costs of Non-Compliance

- Numerous forms and processes have fines attached in the event of non-compliance, generally spelled out in the law establishing the process or the accompanying regulations
- Audits illustrating rampant non-compliance often lead to expanded audits reaching other areas of the business
- Public companies have market standing/stock that could be affected
- Loss of ability to participate in government contracting processes
- Possibility of criminal charges



Key Takeaways

- ✓ Ensure remote/hybrid employees report employee movement
- ✓ Stay current on all applicable federal, state and local compliance requirements
- ✓ Ensure you are employing automated tools & services to streamline your compliance workflows wherever possible
- ✓ Provide your HR administrators with proper visibility into compliance activities occurring throughout your organization



Questions?



Resources



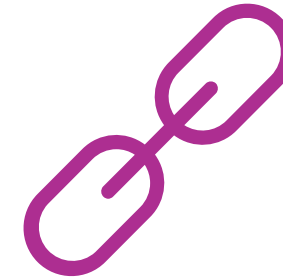
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