



HR CHECKLIST for Q2 2025

PAYROLL & TAX



File Form 941

- Due April 30, 2025 (or May 12 if deposits were made on time).

Deposit Unemployment Taxes

- Due April 30, 2025 if FUTA liability exceeds \$500.

Remind Employees

- IRA & HSA contributions deadline is April 15, 2025.

Monitor Tax-Free Overtime Law

- Stay updated on changes and evaluate potential impact on payroll.

Mid-Year Audit

- Review employee records, policies & compliance documentation.

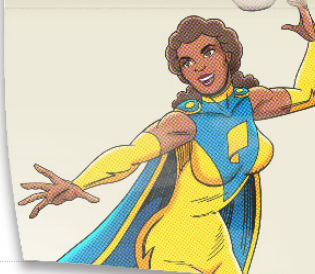
Submit RxDC Report

- Employers providing employer-based health plans must file by June 1, 2025.

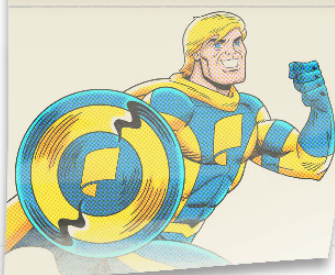
Remove OSHA Form 300A

- Must remain posted until April 30, 2025; retain for 5 years.

COMPLIANCE



BENEFITS



Preparing for Benefits Renewal

- Review plans & consult brokers 60 days before renewal.

Evaluate Insurance Policies

- June 28, 2025 is National Insurance Awareness Day. Adjust coverage as needed, including for remote workers.

Review Record-keeping Requirements

- EEOC: Keep personnel records (1 year), payroll (3 years), and benefits records (plan duration + 1 year).
- FMLA: Maintain leave records for 3 years.
- USCIS: Retain Form I-9 for current employees. For terminated employees, 3 years post-hire or 1 year post-termination.
- OSHA: Keep workplace injury/illness records for 5 years.

GENERAL HR



Need Help?

An IRS-certified PEO, Propel HR helps small to mid-sized businesses streamline HR, payroll, employee benefits, compliance, and other HR functions. If you need help, give us a call, (800) 446-6567 or visit www.propelhr.com.

Meet The Propellers

Your HR superheroes are here to keep your business moving! Learn more at ThePropellers.com

PLEASE NOTE: This information is for general reference purposes only. Because laws, regulations, and filing deadlines are likely to change, please check with the appropriate organizations or government agencies for the latest information and consult your employment attorney and/or benefits advisor regarding your responsibilities. In addition, your business may be exempt from certain requirements and/or be subject to different requirements under the laws of your state. (Updated March 12, 2025)