



PEAK SEASON COMPLIANCE CHECKLIST

Scaling & Staying Compliant During Peak Season

Holiday Bright Lights Roadshow | Key HR | July 2026

Broker Partner

Use this checklist before your peak season begins. Check off each item — and if you need help with any of it, Key HR has you covered.



SECTION 1 — EMPLOYMENT LAWS

- ☐ Worker classification reviewed — no misclassified 1099s on your seasonal roster
- ☐ E-Verify account set up and active (required at 25+ employees — recommended for ALL employers now)
- ☐ New hire reporting completed within 20 days of hire at newhire.fl.gov
- ☐ Workers' comp carrier notified of seasonal headcount increase before peak begins
- ☐ Signed I-9 forms completed for every employee on or before their first day of work



SECTION 2 — PROACTIVE HIRING

- ☐ Seasonal recruitment pipeline started at least 90 days before peak season
- ☐ Structured interview questions drafted and used consistently for all candidates
- ☐ Background check authorization forms collected before running checks (FCRA-compliant)
- ☐ MVR (driving record) checks completed for all employees operating company vehicles
- ☐ W-4 and withholding forms signed and filed for every new hire
- ☐ Written pay rate acknowledgment signed by every new hire on Day 1 — before first shift
- ☐ Signed job description, safety policy, and equipment use policy in each employee file



SECTION 3 — MINIMUM WAGE + EMPLOYEE EXPERIENCE

- ☐ Final paycheck documented — paid on next regular payday after separation, no exceptions
- ☐ Separation record completed for every departing employee — voluntary or involuntary
- ☐ Payroll records retained for minimum 3 years — pay stubs, hours worked, all deductions
- ☐ Process in place to respond to state reemployment claims within 10-day window
- ☐ All project bids and payroll updated to \$15.00/hour effective September 30, 2026 (Florida Minimum Wage)

- ☐ Current minimum wage poster displayed at every worksite
- ☐ Overtime policy communicated to all crew leads — no off-the-clock work permitted
- ☐ Itemized pay stubs issued every pay period showing gross wages, deductions, and net pay
- ☐ Payroll running on at least a semi-monthly (twice per month) schedule
- ☐ Day 1 safety briefing completed and signed acknowledgment on file for all new hires
- ☐ OSHA 300 log maintained if 10+ employees in a non-exempt industry

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SECTION 4 — EMPLOYEE BENEFITS & MEC COVERAGE

- ☐ FTE count calculated — determined whether ACA employer mandate applies (50+ FTE = ALE)
- ☐ MEC (Minimum Essential Coverage) plan confirmed through Key HR PEO
- ☐ Ancillary benefits offered — dental, vision, disability, and/or life insurance
- ☐ Section 125 plan document in place if offering pre-tax benefit deductions
- ☐ Summary Plan Description (SPD) distributed to all benefit-eligible employees
- ☐ COBRA administration confirmed if 20+ employees with group health coverage
- ☐ ACA 1094/1095 filing process confirmed with Key HR
- ☐ ICHRA option explored if a group plan is not the right fit — Key HR can administer

KEY DATES TO KNOW

September 30, 2026 — Florida minimum wage increases to \$15.00/hr.

Within 20 days of hire — New hire must be reported to newhire.fl.gov

Within 10 days — Respond to Florida DEO reemployment claims or risk your UI rate increasing

Next regular payday — Final paycheck must be issued after any separation. No exceptions.

Need help checking these off?

That's exactly what Key HR is here for.

[Payroll](#) · [HR Compliance](#) · [Workers' Comp](#)
[MEC & Benefits](#) · [E-Verify](#) · [Onboarding](#)

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