

Q1 2026 HR Checklist

- ☐ Confirm that required LWC unemployment notices and posters are current and accessible, including distribution to remote or hybrid employees.
- ☐ Review interview and applicant communication practices to ensure attendance can be consistently documented.
- ☐ Designate responsibility for responding to unemployment inquiries and LWC communications.
- ☐ Coordinate with payroll to identify and track qualifying "Second Chance" hires.
 - Confirm the hire is not disqualified under R.S. 15:541 before applying any unemployment tax exclusion.
- ☐ Review onboarding and offboarding protocols to ensure unemployment-related inquiries can be supported with contemporaneous documentation.