



Construction Finance & HR Checklist for the New Year

Start the year strong by reviewing the key areas that impact your financial performance, payroll accuracy, and workforce efficiency.

FINANCIAL HEALTH CHECK

- Review prior year's revenue vs. profit margins
- Forecast cash flow for next two quarters
- Reconcile AR/AP aging reports
- Evaluate project profitability by job and phase
- Check your debt-to-equity and interest coverage ratios

PAYROLL & HR COMPLIANCE

- Confirm employee classifications (W-2, 1099, union, non-union)
- Review and apply OT rules by job/union/role
- Audit certified payroll process and submission timelines
- Validate labor burden accuracy across cost codes
- Ensure current tax and insurance rates are updated

TECH STACK INTEGRATION

- Confirm payroll and AP workflows are syncing with ERP
- Check time entry accuracy and mobile access in the field
- Verify approval routing logic and escalation paths
- Update user roles and access controls in core systems

WORKFORCE PLANNING & STRATEGY

- Map crew availability to upcoming project schedules
- Identify workforce gaps by role, trade, or certification
- Set retention goals and review benefits/perks
- Ensure onboarding tools and workflows are ready for new hires
- Plan training/certification tracking for compliance needs