



River Valley Child Development Services

HR Coordinator Annual Evaluation Checklist

Tasks to be Completed	Completed Accurately	Completed Timely	Completed After Due Date	Not Completed	N/A
Annually					
Receive ISDPs from program directors by July 31st of each year					
Submit WV BRIM Loss Control Questionnaire by January 1st of each year					
Complete WV BRIM Liability Insurance Questionnaire by February 14th of each year					
Complete EEO Component-1 and Component-2 Reporting by deadline set by EEOC					
Complete BLS Survey of Occupational Injuries by deadline set by U.S. DOL					
Submit member census and enrollment/change forms to insurance carriers for open enrollment by the end of open enrollment each year					
Review and finalize documents for benefit renewal process					
Administer safe driver trainings for all required positions by July 1st of each year					
Receive required employee documents for driver record checks by May 1st of each year					
Complete safe driver rubrics for received driver record checks by July 1st of each year					
Submit all wellness incentive requisition forms by the end of the open enrollment period					
Monthly					
Reconcile insurance (benefits) invoices by the end of the month					
Review 90-day provisional log to verify employee eligibility for benefits					

Review all HR records to verify what can be kept, and what needs to be discarded					
Submit Report to Kristi Wilson by the 10th of each month					
Other					
Submit new hire information to WV New Hire Reporting Center after new hire orientation					
Submit benefit election through carrier portals before the employee's effective date					
Revise policies/procedures before following policy committee meeting					
Complete research/investigation for ADA requests within timeframe					
Meet 30-day deadline for requisitions					
Update FMLA leave log after every payroll period					
Scheduled fingerprint screen for new hire during new hire orientation					
Submit copies of new hire paperwork to payroll					

Comments: _____

 HR Coordinator Signature

 Date

 Executive Director Signature

 Date