

Remote and hybrid workforce checklist

Use this alongside the guide. Updated October 14, 2026.

- ☐ Write a rule about where employees may work and how to request a move
- ☐ Register for payroll taxes in every state where employees work
- ☐ Confirm workers' compensation coverage in each work state
- ☐ Apply each state's wage, leave, and notice rules
- ☐ Check the convenience of the employer rule and reciprocity agreements
- ☐ Reimburse necessary expenses where state law requires
- ☐ Provide posters and notices electronically
- ☐ Use the right remote Form I-9 process
- ☐ Track all hours for non-exempt remote employees
- ☐ Set security requirements for devices and data
- ☐ Require approval before working from another country
- ☐ Use an employer of record for permanent international hires
- ☐ Coordinate in-office days for hybrid teams
- ☐ Review ratings and promotions by work location during calibration

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