



H-2B Post-Approval Compliance Checklist

Use this checklist to stay compliant after visa approval.

Arrival & Onboarding

- ☐ Confirm travel and arrival logistics with workers
- ☐ Arrange housing coordination, if applicable
- ☐ Complete new worker orientation
- ☐ Verify all onboarding paperwork is signed and filed

Wage Compliance

- ☐ Confirm workers are paid at or above the required wage rate
- ☐ Set up consistent, timely pay periods
- ☐ Review payroll for accuracy each cycle
- ☐ Document any wage adjustments and the reason for them

Transportation

- ☐ Confirm who covers inbound and outbound transportation costs
- ☐ Track reimbursement timelines and amounts
- ☐ Keep receipts and records tied to the three-quarters guarantee

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Document Retention

- ☐ Store payroll records, contracts, and recruitment files
- ☐ Confirm retention periods meet DOL requirements
- ☐ Keep records organized and audit-ready

Worker Notices

- ☐ Post required H-2B rights and protections notices
- ☐ Notify workers promptly of schedule, role, or employment changes
- ☐ Keep a written record of all notices given

Day-to-Day Operations

- ☐ Supervise workers within program guidelines
- ☐ Track overtime and schedule changes for compliance
- ☐ Prepare a plan for site visits or DOL inspections

Ongoing Compliance

- ☐ Set internal checkpoints throughout the employment period
- ☐ Review compliance status regularly

Notes