



## H-2B Season Close Checklist

### Confirm Departure Timelines

- Confirm the authorized end date on each worker's petition
- Check each worker's I-94 travel record for their exact departure window
- Notify workers of their end date with enough lead time to plan departure
- Confirm no worker remains in the U.S. past their authorized end date
- For workers pursuing a new employer, confirm a new H-2B petition was filed before their I-94 expires

### Handle Return Transportation

- Identify which workers completed the full contract period
- Arrange and pay for return transportation for those workers
- Document all transportation arrangements before the season closes
- Confirm which workers are exempt (voluntary abandonment or transfer to another H-2B employer)

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### Close Out Wages

- Review final pay calculations against the prevailing wage determination
- Verify hours worked are recorded accurately
- Review any deductions, including housing costs charged against wages
- Issue final wages on time and in full before workers depart
- Resolve any pay discrepancies before workers leave the country

### Organize Your Records

- Job orders and labor condition applications
- Payroll records and wage calculations
- Worker contracts
- Notices provided to workers
- DOL-related filings and correspondence
- Confirm all records are retained for a minimum of three years
- File everything now, not when an audit request arrives

### Evaluate an Extension (if needed)

- Confirm your business need genuinely extends beyond the original authorized period
- Document the specific justification (unexpected demand, weather event, natural disaster, expansion in qualifying work)
- File the extension petition with USCIS before the current authorization expires
- Confirm the work still qualifies as temporary and non-agricultural
- Check current H-2B cap availability
- Keep workers in proper status while any petition is pending

## H-2B Season Close Checklist

### Start Planning Next Year's Petition

- Request a compliance review of how this season was administered
- Run a records audit to catch documentation gaps early
- Check whether prevailing wage determinations have shifted
- Review cap availability for next season
- Update job descriptions to reflect how the work actually occurred
- Loop in your visa expert now, not during filing crunch time

### Common Mistakes to Avoid

- Letting workers stay past their authorized end date
- Assuming workers will manage their own departure
- Skipping return transportation because a worker didn't ask for it
- Waiting until the final week to consider an extension
- Assuming next year's petition will look identical to this year's
- Attempting an informal status change instead of filing through a qualified immigration attorney

### Next Steps

Talk to your visa expert about a compliance review before your current authorization ends. It's easier and less costly to catch issues now than to resolve them after workers have departed.