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Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS

BASIC HR AUDIT CHECKLIST



EMPLOYMENT CONTRACTS IN PLACE

Check that every active employee has a signed, up-to-date employment contract reflecting their current role, salary, and working arrangement, as missing or outdated contracts expose the company to legal and financial risk; good practice is to ensure contracts are signed, securely stored, and reviewed whenever employment terms change.

EMPLOYEE RECORDS COMPLETE

Verify that each employee file contains accurate personal details, identification documents, employment records, and policy acknowledgements, as incomplete records create compliance gaps and complicate audits or disputes; good practice is maintaining standardized, confidential employee files that are regularly reviewed and updated.

PAYROLL PROCESSED CORRECTLY

Review salary payments, allowances, deductions, and payment dates to ensure accuracy and consistency with contracts and attendance records, as payroll errors quickly erode employee trust and may trigger complaints or penalties; good practice is reconciling payroll data monthly and documenting all approved changes.

LEAVE BALANCES TRACKED

Ensure that leave entitlements, usage, and remaining balances are accurately recorded and communicated, as poor leave tracking leads to disputes, operational disruption, and end-of-service calculation errors; good practice is real-time tracking through a centralized system or register.

COMPLIANCE GAPS IDENTIFIED

Assess whether HR practices align with applicable labour laws and internal policies, as unidentified compliance gaps can result in fines, disputes, or enforced corrective action; good practice is documenting risks clearly and assigning responsibility and timelines for closure.

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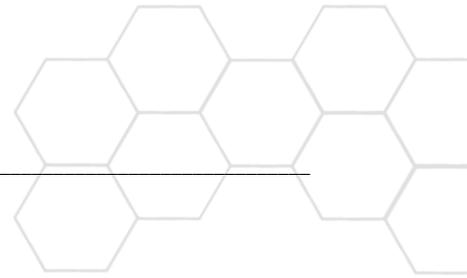
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DISCIPLINARY RECORDS DOCUMENTED

Confirm that all disciplinary actions, including verbal warnings and investigations, are documented and retained confidentially, as undocumented actions weaken the employer's position and create inconsistency; good practice is following a consistent, recorded disciplinary process for all cases.

EXIT PROCESSES FOLLOWED

Review recent employee exits to ensure resignations or terminations were properly documented, handovers completed, access revoked, and settlements processed, as poor exit management increases legal, operational, and data security risks; good practice is using a standardized offboarding and clearance checklist for every exit.

HR RISKS NOTED WITH ACTION PLAN

Identify recurring issues and high-risk areas revealed during the audit and confirm that corrective actions are defined, as an audit without follow-up provides no protection or improvement; good practice is assigning each risk an owner, action steps, and a review date.

-END-

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