

The Essential HR Self-Audit Checklist

Self-audits are essential to keep your business from falling out of compliance. This checklist will allow you to identify any human resource issues that should be addressed to reduce liability.

- Evaluate any urgent employee relations issues you need to address.
- Create an employee handbook or make sure it's updated if you already have one.
- Make sure your system for organizing and filing employee files is consistent.
- Have up-to-date job descriptions and make them available to employees.
- Consider the trainings you're offering and if they need to be updated or expanded.
- Confirm that you are using all required Federal and State employment posters
- Check that you've completed an overtime exemption justification form for each overtime exempt employee.
- If you have independent contractors, make sure they are not required to be W-2 employees.
- If you have 15+ employees, develop a process for handling ADA requests for reasonable accommodations.
- If you have 50+ employees, create a process for handling FMLA requests if you haven't already.

Having good HR practices will keep your employees and your business safe. If you need help with any of these issues, contact Helpside at humanresources@helpside.com.



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