

Employee Records

- Personnel files are organized and access is limited
- I-9 files are stored separately and completed timely
- Confidential medical records are stored separately
- Record retention practices are reviewed

Hiring & Onboarding

- Offer letters are consistent and current
- Job descriptions reflect actual duties
- New hire paperwork is complete
- Background check process is consistent and documented

Payroll & Timekeeping

- Employees are properly classified as exempt or non-exempt
- Timekeeping process is accurate and consistently followed
- Overtime is calculated and paid correctly
- Payroll records are maintained properly

Policies & Handbook

- Handbook has been reviewed within the last 12 months
- Policies match current business practices
- Required leave policies are included where applicable
- Employees know where to find policies

Employee Relations & Leadership

- Managers understand documentation expectations
- Performance concerns are addressed consistently
- Complaint/reporting process is clearly communicated
- Harassment prevention training is completed where required

Benefits & Leave

- Benefit eligibility is applied consistently
- Leave requests are documented
- Accommodation requests are reviewed through an interactive process
- PTO or time-off practices match written policy

Workplace Safety & Security

- Safety procedures are communicated
- Workplace incidents are documented
- Employee data is stored securely
- Access to systems is reviewed when employees leave

Notes / Action Items
