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Resource Guide

What to Expect from an Employers Council HR Audit

Summary:

Navigating the ever-evolving landscape of HR requirements, legal compliance, and best practices can be challenging. States continue to introduce new legislation that impacts organizational practices, employee expectations, and recordkeeping protocols. Regular HR audits can ensure your organization remains compliant, reduces risks, and implements best practices effectively. Here's what to expect during an Employers Council HR audit.

HR Audit Services Offered by Employers Council

An HR Audit provided by Employers Council delivers an impartial, objective review of your HR function. The findings empower organizations to make informed decisions and prioritize next steps. Employers Council offers three tailored HR audit programs:

1. FULL HR AUDIT

- Comprehensive review conducted by two consultants.
- Addresses key areas, such as compliance, HR operations, employee growth, and documentation practices.

2. HR DESK AUDIT

- A concise compliance-focused audit completed in 4-6 hours by one auditor.

3. CUSTOMIZED HR AUDIT

- Focuses on specific functions like I-9 compliance, personnel file maintenance, or any other functions your organization would like the consultant to focus on.

At the end of each audit, you'll receive a detailed report highlighting the findings and practical next steps. For a more hands-on approach, the "Working Audit" option allows the consultant to fix issues as they're uncovered, along with a report outlining what was found and how it was resolved.

Sample Findings

HR audits often identify areas needing attention. Common findings include the following:

Finding	Risk or Issue	Recommendation
Inconsistent document retention policies	Noncompliance with federal/state laws	Implement a document retention/destruction schedule. Review Employers Council's Federal Record Retention Guide.
Inaccurate Form I-9 completion	Risk of fines or penalties	Provide I-9 compliance training for HR staff. See Employers Council's Training Catalog for training opportunities.
Outdated employee handbook	Missing legally required sections	Update the handbook with required policies. Depending on membership level, this may be covered by your current EC membership.

Finding	Risk or Issue	Recommendation
Nonexempt employees misclassified as exempt	Noncompliance with overtime laws	Conduct job audits to ensure accurate classification.
Incomplete job posting	Violations of Equal Pay for Equal Work Act	Revise policies to include required disclosures.
Improper Interview questions	Risk of ADA or discrimination claims	Train hiring managers on compliant interviewing.

Next Steps

Ensure your HR practices are compliant and aligned with the latest standards. Don't wait—schedule your HR audit now!

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