



# Certified HR Auditor

( 5 Days Training Course )



Business Continuity  
Institute  
Corporate Partnership

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## Why Attend

All work in human resources has a legal and a financial impact on the organization. As such, key employees in human resources should ensure the integrity and accuracy of the data they use and the processes they follow in their departments. One way to ensure that this is actually happening is by auditing the human resources processes currently in place.

This course is designed to help participants identify the critical areas in human resources that must be audited. It also helps participants decide on the questions to ask and in determining the minimum requirements to run processes in human resources effectively.

## Course Methodology

The course is workshop based with numerous case studies and team based activities. Role plays and individual exercises are also incorporated in the course in addition to a number of presentations by participants.

## Course Objectives

**By the end of the course, participants will be able to:**

Organize employee records and files in an effective manner

Identify areas of weaknesses in organizational processes related to recruitment and selection, employee records keeping, performance appraisal, and payroll

Create a plan of action to improve HR processes in their organization

Relate the importance of an efficient employee record keeping process to their organizational financial well being

Develop a detailed and accuracy-focused approach to human resources

## Target Audience

Managers, supervisors, specialists, team leaders, and officers in the functions of human resources. The course is also very useful for internal audit professionals who are about to start an audit exercise in the HR department in their organization.

## Target Competencies

Deciding and initiating action

Presenting and communicating

Applying expertise and technology

Following instructions and procedures

Planning and organizing

Achieving goals and objectives

## Course Outline

### **Human Resources Management (HRM)**

Definitions and objectives of HRM  
The main functions in HR  
Examples of HR organization charts  
The recruitment and selection cycle  
The performance management cycle  
The compensation and benefits cycle

### **The audit process**

History and origin of auditing  
Definition of auditing  
Conducting a good audit  
Pitfalls to watch out for  
Creating a plan to conduct an HR audit

### **Organizational chart audit**

Identifying the components of a good organization chart  
Conducting a proper analysis of organization charts  
Studying the current organization chart for weaknesses and strengths  
Identifying areas of improvement  
Developing possible actions  
Creating a plan for implementing improvements

### **Recruitment and selection process audit**

Analyzing the current workforce plan  
Modifying the workforce plan and budget to include the important elements  
Reviewing the current recruitment and hiring process as per the company's HR policy  
Analyzing the joining formalities of new employees  
Improving the joining formalities of new employees  
Creating a proper new joiners file  
The induction process

### **Employee administration process audit**

Reviewing and developing the probation period administration process  
Reviewing and developing the staff performance appraisal process  
Maintaining a proper leave record  
Auditing the leave administration process  
Auditing and improving the current payroll administration process  
Overtime management review  
Ensuring correct calculation of severance pay  
Ensuring compliance with pension fund regulations

## Course Outline

### **Computer based data management system audit**

Evaluating current methodology for maintaining electronic employee data

Ensuring electronic data matches employee personnel files

Identifying best approaches for maintaining e-records for employee

### **Statutory compliance audit**

Ensuring pension records for national employees are in order and properly coordinating with pension fund authority

Verifying employee records and compliance of HR process with the labor law

Checking for compliance with visa and local sponsorship processes