Complete HR Audit Checklist for Indian Companies 2025-26

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6 How to Use This Checklist

This comprehensive 30-page HR audit checklist is designed to help organizations conduct thorough HR audits covering all aspects of compliance, documentation, and best practices. Each section includes:

- Checkboxes for completion tracking
- Completion dates for progress monitoring
- Notes sections for observations
- **Risk ratings** for priority assessment
- **C** Action items for remediation

Risk Rating Scale:

- **Low Risk:** Minor issues, low compliance impact
- Medium Risk: Moderate compliance exposure
- High Risk: Critical compliance gaps requiring immediate attention

III Section 1: Pre-Audit Preparation

1.1 Audit Planning and Scope Definition

Item	Status	Date	Notes	Risk
✓ Audit objectives clearly defined		//		0
✓ Audit scope and boundaries established		//		<u> </u>
✓ Audit team assigned and trained		//		
✓ Timeline and milestones set		//		
✓ Budget allocation approved		//		
✓ Stakeholder communication plan ready		//		0
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Action Items:

Schedule audit kickoff meeting

Document Category	Available	Current	Complete	Notes
Employee master database				
✓ Organizational chart				
✓ HR policy manual				
Employee handbook				
✓ Job descriptions for all roles				
Salary structure and grades				
Previous audit reports				
✓ Compliance certificates				
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Section 2: Employee Records and Documentation

2.1 Personnel File Completeness

For each employee category, verify the following documents:

■ Prepare employee communication about audit process

■ Set up audit documentation repository

Permanent Employees

Document	Required	Available	Current	Notes
Employment application/resume				
Offer letter and acceptance				
Employment contract/agreement				
✓ Identity proof (Aadhaar/PAN)				
✓ Address proof				
✓ Educational certificates				
Experience certificates				
✓ Medical fitness certificate				
Background verification report				
✓ Bank account details				
✓ PAN card copy				
Form 11 (PF nomination)				
Form 2 (ESI nomination)				
✓ Gratuity nomination form				
Passport size photographs				
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Document	Required	Available	Current	Notes
Contract agreement (principal employer)				
✓ Contractor license verification				
✓ Identity and address proof				
Statutory compliance by contractor				
✓ Wage payment records				
Safety training certificates				
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2.2 Data Privacy and Security Compliance

Item	Status	Date	Notes	Risk
Employee data classification policy		//		0
✓ Access controls for HR data		//		
✓ Data retention policy documented		//		0
✓ Employee consent for data processing		//		
Secure storage and backup systems		//		
Regular data security audits		//		0
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Section 3: Payroll and Compensation Audit

3.1 Payroll Processing Compliance

Component	Verified	Accurate	Compliant	Notes
Basic salary calculations				
✓ Overtime calculation methodology				
✓ Variable pay and incentives				
✓ Allowance calculations				
✓ Statutory deductions (PF, ESI, TDS)				
✓ Professional tax compliance				
✓ Loan recoveries and advances				
✓ Reimbursement processing				
✓ Salary transfer records				
Payslip generation and distribution				
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3.2 Wage Compliance Verification

Minimum Wage Compliance:

State/Location	Min. Wage Rate	Applied Rate	Compliance Status	Notes
Delhi	₹/month	₹/month	☐ Compliant	
Gurgaon	₹/month	₹/month	☐ Compliant	
Mumbai	₹/month	₹/month	□ Compliant	
Bangalore	₹/month	₹/month	☐ Compliant	
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Equal Pay Assessment:

Parameter	Male Avg.	Female Avg.	Gap Analysis	Action Required
Entry Level Salary	₹	₹	%	□ Yes □ No
Mid-Level Salary	₹	₹	%	☐ Yes ☐ No
Senior Level Salary	₹	₹	%	☐ Yes ☐ No
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Section 4: Statutory Compliance Audit

4.1 Provident Fund (PF) Compliance

Requirement	Status	Date	Amount	Notes
✓ EPF registration certificate valid		//		

Requirement	Status	Date	Amount	Notes
All eligible employees enrolled		//		
✓ Contribution rate accuracy (12%)		//	₹	
✓ Timely deposit (by 15th)		//		
✓ ECR filing completed		//		
✓ Annual return filed		//		
Employee transfer requests processed		//		
✓ Withdrawal claims processed		//	₹	
✓ UAN generation for all employees		//		
✓ No outstanding dues/penalties		//	₹	
			₹	

1	TILL OFFICER T
•	Total monthly PF liability: ₹

- Employee contribution (12%): ₹_____
- Employer contribution (12%): ₹_____
- Administrative charges (0.5%): ₹_____

4.2 Employee State Insurance (ESI) Compliance

Requirement	Status	Date	Details	Risk
✓ ESI registration valid and current		//		
✓ Coverage for eligible employees (≤₹25,000)		//		
✓ Contribution rates correct (4.75% total)		//		
✓ Monthly returns filed on time		//		0
✓ ESI cards issued to employees		//		<u> </u>
✓ Medical benefit claims processed		//		
✓ Cash benefit claims handled		//		<u> </u>
✓ No penalty or interest dues		//	₹	
4				<u> </u>

4.3 Gratuity Compliance and Actuarial Valuation

Item	Status	Date	Amount/Details	Notes
✓ Gratuity policy documented		//		
✓ Eligibility criteria clearly defined		//		
Current actuarial valuation certificate		//	₹	
Actuarial assumptions validated		//_		
Gratuity fund adequacy assessed		//	₹	

Item	Status	Date	Amount/Details	Notes
Payment records for eligible employees		//		
✓ Nomination forms completed		//		
✓ Trust deed and rules updated		//		
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Actuarial Valuation Details:

Parameter	Current Value	Previous Year	Variance
Present Value of Obligation	₹	₹	%
Fair Value of Plan Assets	₹	₹	%
Current Service Cost	₹	₹	%
Interest Cost	₹	₹	%
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Actuarial Assumptions Review:

• Salary Escalation: ___% (Benchmark: 6-10%)

• Withdrawal Rate: ___% (Based on historical data)

• Mortality Table: _____ (Standard: LIC 1994-96)

4.4 Professional Tax and Other Statutory Compliance

State	PT Registration	Monthly Filing	Annual Return	Outstanding Dues
Delhi				₹
Maharashtra				₹
Karnataka				₹
West Bengal				₹
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Section 5: Leave Management and Financial Liability Assessment

5.1 Leave Policy Compliance

dove has		
days/year	days	☐ Yes ☐ No
days/year	days	□ Yes □ No
days/year	days	□ Yes □ No
weeks	N/A	□ Yes □ No
days	N/A	☐ Yes ☐ No
	days/year weeks	days/yeardaysweeks N/A

Leave Type	Policy Exists	Accrual Rate	Max. Accumulation	Encashment Rules
✓ Compensatory Off		As earned	days	☐ Yes ☐ No
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5.2 Leave Liability Calculation

Sample Calculation for Key Employee Categories:

Employee Category	Count	Avg. Accumulated Leave	Avg. Daily Salary	Total Liability
Junior (1-3 years)	_	days	₹	₹
Mid-level (4-8 years)	_	days	₹	₹
Senior (9+ years)		days	₹	₹
TOTAL LEAVE LIABILITY				₹
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Leave Liability Analysis:

•	Percentage	e of annual	payroll:	%

- Month of payroll equivalent: ___ months
- Employees with excess leave (>30 days): ___ employees
- Immediate encashment exposure: ₹_____

5.3 Leave Management System Audit

System Feature	Available	Functional	Accurate	Notes
✓ Automated leave accrual				
✓ Leave application workflow				
✓ Manager approval system				
Leave balance tracking				
✓ Encashment calculation				
✓ Integration with payroll				
Employee self-service portal				
✓ Reporting and analytics				
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Section 6: Labor Law Compliance

6.1 Factory Act Compliance (if applicable)

Requirement	Status	Date	Details	Risk
✓ Factory license valid and current		//_		
✓ Working hours compliance (<48 hrs/week)		//		

Requirement		Status	Date	Details	Risk
✓ Overtime regulations followed			//		0
Rest interval provisions (30 min after	er 5 hrs)		//		0
✓ Weekly holiday provided			//		0
☑ Safety equipment and training			//		
First aid facilities adequate			//		0
Canteen facilities (if 250+ workers)			//		0
✓ Crèche facilities (if 30+ women)			//		0
Annual factory inspection complian	ce		//		
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5.2 Contract Labor Compliand			122-		
Aspect	Principal Employer	Contracto	or	Compliance	Status
License validity	☐ Verified	□ Valid		☐ Compliant	
					

☐ Clear

☐ Ensured

☐ Adequate

 \square Documented

 \square Compliant

☐ Compliant

☐ Compliant

☐ Compliant

6.3 Women Employee Protection Compliance

✓ Wage payment responsibility

✓ Statutory compliance

✓ Working conditions

✓ Safety training

Requirement	Status	Implementation Date	Notes
POSH Committee constituted		//	
POSH policy communicated		//	
✓ Annual POSH report filed		//	
Complaint handling mechanism		//	
✓ Night shift safety provisions		//	
✓ Maternity benefit compliance		//	
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Section 7: Performance Management and 360-Degree Feedback

☐ Defined

☐ Monitored

☐ Provided

☐ Standardized

7.1 Performance Management System Audit

Component	Exists	Current	Effective	Notes
✓ Performance appraisal policy				
Goal setting framework				
Regular review schedule				
	•	•	•	•

Component	Exists	Current	Effective	Notes
✓ Rating/grading system				
Performance improvement plans				
✓ Career development linkage				
✓ Compensation linkage				
✓ Training needs identification				
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Stakeholder Group	Participation Rate	Quality of Feedback	Action Planning
Supervisors	%	☐ High ☐ Medium ☐ Low	☐ Complete
Peers	%	☐ High ☐ Medium ☐ Low	☐ Complete ▶
Subordinates	%	☐ High ☐ Medium ☐ Low	☐ Complete
Internal Customers	%	☐ High ☐ Medium ☐ Low	☐ Complete
External Stakeholders	%	☐ High ☐ Medium ☐ Low	☐ Complete
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7.3 Employee Engagement Assessment

Metric	Current Score	Industry Benchmark	Gap	Action Required
Overall Engagement	/10	7.5/10		□ Yes □ No
Job Satisfaction	/10	7.2/10		☐ Yes ☐ No
Manager Effectiveness	/10	7.0/10		☐ Yes ☐ No
Career Development	/10	6.8/10		☐ Yes ☐ No
Work-Life Balance	/10	6.5/10		☐ Yes ☐ No
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Section 8: Technology and HRIS Audit

8.1 HR Technology Infrastructure

System/Tool	Available	Current Version	Integration Status	User Satisfaction
✓ Core HRIS			□ Integrated	/10
✓ Payroll System			□ Integrated	/10
✓ Time & Attendance			□ Integrated	/10
Performance Management			□ Integrated	/10
Learning Management			□ Integrated	/10
✓ Recruitment System			□ Integrated	/10
Employee Self-Service			□ Integrated	/10
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8.2 Data Security and Access Controls

Security Aspect	Status	Last Review	Risk Level	Action Required
✓ User access controls		//		□ Yes □ No
✓ Password policies		//		□ Yes □ No
✓ Data backup procedures		//		□ Yes □ No
System audit trails		//		□ Yes □ No
✓ Encryption protocols		//		□ Yes □ No
✓ Vulnerability assessments		//		□ Yes □ No
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Section 9: Diversity, Equity, and Inclusion (DEI) Audit

9.1 Workforce Diversity Analysis

Gender Distribution:

Level	Male	Female	Other	Target Met
Entry Level	%	%	%	□ Yes □ No
Mid-Level	%	%	%	□ Yes □ No
Senior Level	%	%	%	□ Yes □ No
Leadership	%	%	%	☐ Yes ☐ No
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Age Distribution:

Age Group	Percentage	Target Range	Compliance
21-30 years	%	40-50%	☐ Yes ☐ No
31-40 years	%	30-40%	☐ Yes ☐ No
41-50 years	%	15-25%	☐ Yes ☐ No
50+ years	%	5-10%	☐ Yes ☐ No
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9.2 Pay Equity Analysis

Job Family	Gender Pay Gap	Median Gap	Action Required
Technology	%	₹	☐ Yes ☐ No
Sales	%	₹	☐ Yes ☐ No
Operations	%	₹	☐ Yes ☐ No
Support Functions	%	₹	☐ Yes ☐ No
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9.3 Inclusion Programs Assessment

Program/Initiative	Status	Participation	Effectiveness	Budget Allocated
✓ Mentorship programs		%	/10	₹
Employee resource groups		%	/10	₹
✓ Unconscious bias training		%	/10	₹
Flexible work arrangements		%	/10	₹
Accessibility accommodations		%	/10	₹
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Section 10: Training and Development Audit

10.1 Training Program Effectiveness

Training Category	Coverage	Completion Rate	Effectiveness Score	ROI
Compliance Training	%	%	/10	₹
Technical Skills	%	%	/10	₹
Leadership Development	%	%	/10	₹
Safety Training	%	%	/10	₹
Soft Skills	%	%	/10	₹
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10.2 Learning Management System Audit

Feature	Available	Functional	User Adoption	Satisfaction
✓ Course catalog management			%	/10
✓ Progress tracking			%	/10
✓ Assessment tools			%	/10
✓ Certification management			%	/10
Reporting and analytics			%	/10
✓ Mobile accessibility			%	/10
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Section 11: Recruitment and Selection Audit

11.1 Recruitment Process Compliance

Stage	SOP Exists	Consistently Applied	Legal Compliance	Time Efficiency
✓ Job posting				days
Application screening				days
	•	•	•	•

Stage	SOP Exists	Consistently Applied	Legal Compliance	Time Efficiency
✓ Interview process				days
✓ Background verification				days
✓ Reference checks				days
Offer generation				days
Onboarding				days
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11.2 Interview Process Quality Assessment

Assessment Criteria	Rating (1-10)	Improvement Needed	Training Required
Structured interview questions	/10	□ Yes □ No	☐ Yes ☐ No
Interviewer training adequacy	/10	☐ Yes ☐ No	☐ Yes ☐ No
Bias-free assessment methods	/10	☐ Yes ☐ No	☐ Yes ☐ No
Candidate experience quality	/10	□ Yes □ No	□ Yes □ No
Decision documentation	/10	☐ Yes ☐ No	☐ Yes ☐ No
Legal compliance awareness	/10	☐ Yes ☐ No	☐ Yes ☐ No
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11.3 Recruitment Metrics Analysis

Metric	Current	Target	Variance	Action Required
Time to fill (days)	_		%	☐ Yes ☐ No
Cost per hire (₹)	_	_	%	☐ Yes ☐ No
Offer acceptance rate	%	%	%	□ Yes □ No
Quality of hire score	/10	/10	_	□ Yes □ No
Diversity hiring rate	%	%	%	□ Yes □ No
First-year retention rate	%	%	%	□ Yes □ No
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Section 12: Employee Relations and Grievance Management

12.1 Grievance Handling System

Component	Status	Effectiveness	Response Time	Resolution Rate
Grievance policy documented		/10	days	%
Multiple reporting channels		/10	days	%
✓ Investigation procedures		/10	days	%
Escalation matrix		/10	days	%
Anonymous reporting option		/10	days	%
	•	•		

Component	Status	Effectiveness	Response Time	Resolution Rate
Regular grievance analysis		/10	days	%
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12.2 Employee Communication Audit

Communication Channel	Usage Rate	Effectiveness	Satisfaction	ROI
Town halls	%	/10	/10	₹
Employee newsletters	%	/10	/10	₹
Internal portal/intranet	%	/10	/10	₹
√ Team meetings	%	/10	/10	₹ →
Feedback surveys	%	/10	/10	₹
Digital collaboration tools	%	/10	/10	₹
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12.3 Exit Interview Analysis

Exit Reason	Frequency	Trend	Preventable	Action Taken
Better career opportunity	%	<i>≯</i> ∖→	□ Yes □ No	□ Yes □ No
Compensation issues	%	ΣŊ→	□ Yes □ No	□ Yes □ No
Work-life balance	%	<i>≯</i> ∖→	□ Yes □ No	□ Yes □ No
Manager relationship	%	ΣŊ→	□ Yes □ No	□ Yes □ No
Company culture	%	<i>≯</i> ∖→	□ Yes □ No	□ Yes □ No
Relocation	%	<i>≯</i> ∖_→	□ Yes □ No	☐ Yes ☐ No
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Section 13: Health, Safety, and Wellness Audit

13.1 Workplace Safety Compliance

Safety Requirement	Status	Last Inspection	Compliance Level	Risk Rating
Safety policy documented		//	%	
Emergency evacuation plan		//	%	
First aid facilities		//	%	
Fire safety equipment		//	%	
Personal protective equipment		//	%	
Safety training programs		//	%	
✓ Incident reporting system		//	%	
Safety committee active		//	%	000
	•		•	•

13.2 Employee Wellness Programs

Program	Participation	Effectiveness	Cost	ROI
Health insurance	%	/10	₹	%
Annual health checkups	%	/10	₹	%
Mental health support	%	/10	₹	%
Fitness/gym facilities	%	/10	₹	%
Stress management programs	%	/10	₹	%
Work-life balance initiatives	%	/10	₹	%
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13.3 COVID-19 Compliance (if applicable)

Measure	Implementation	Compliance	Effectiveness	Update Required
✓ Health screening protocols		%	/10	☐ Yes ☐ No
Sanitization procedures		%	/10	☐ Yes ☐ No
Social distancing measures		%	/10	☐ Yes ☐ No
✓ Remote work policies		%	/10	☐ Yes ☐ No
✓ Contact tracing procedures		%	/10	☐ Yes ☐ No
✓ Vaccination policy		%	/10	☐ Yes ☐ No
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Section 14: Leadership and Succession Planning

14.1 Leadership Development Assessment

Leadership Level	Programs Available	Participation	Effectiveness	Budget Allocated
First-line managers	□ Yes □ No	%	/10	₹
Mid-level managers	□ Yes □ No	%	/10	₹
Senior managers	☐ Yes ☐ No	%	/10	₹
Executive level	☐ Yes ☐ No	%	/10	₹
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14.2 Succession Planning Audit

Critical Role	Successor Identified	Readiness Level	Development Plan	Risk Level
CEO	□ Yes □ No	%	□ Yes □ No	
COO	□ Yes □ No	%	□ Yes □ No	
CFO	□ Yes □ No	%	□ Yes □ No	
СТО	□ Yes □ No	%	□ Yes □ No	
CHRO	□ Yes □ No	%	□ Yes □ No	

Critical Role	Successor Identified	Readiness Level	Development Plan	Risk Level	
Business Heads	□ Yes □ No	%	☐ Yes ☐ No		
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14.3 Talent Pipeline Analysis

Category	Current Strength	Future Demand	Gap	Action Plan
High potentials	people	people		□ Yes □ No
Technical experts	people	people		☐ Yes ☐ No
Leadership ready	people	people		☐ Yes ☐ No
Critical skills	people	people	_	☐ Yes ☐ No
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Section 15: Remote Work and Hybrid Model Audit

15.1 Remote Work Policy Compliance

Policy Component	Status	Implementation	Effectiveness	Employee Satisfaction
Remote work eligibility criteria		%	/10	/10
Equipment and technology support		%	/10	/10
✓ Communication protocols		%	/10	/10
Performance measurement		%	/10	/10
Security and data protection		%	/10	/10
✓ Work-life balance guidelines		%	/10	/10
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15.2 Hybrid Work Model Assessment

Aspect	Rating	Challenges	Solutions Implemented	Success Rate
Flexibility	/10		□ Yes □ No	%
Collaboration	/10		□ Yes □ No	%
Productivity	/10		☐ Yes ☐ No	%
Employee engagement	/10		☐ Yes ☐ No	%
Career development	/10		☐ Yes ☐ No	%
Team cohesion	/10		☐ Yes ☐ No	%
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☑ Section 16: HR Analytics and Metrics

16.1 Key HR Metrics Dashboard

Metric	Current Value	Industry Benchmark	Trend	Action Required
Employee turnover rate	%	15-20%	$\nearrow \searrow \rightarrow$	☐ Yes ☐ No
Employee engagement score	/10	7.5/10	/ \ > →	☐ Yes ☐ No
Time to fill positions	days	30-45 days	<i>≯</i> ∖→	☐ Yes ☐ No
Cost per hire	₹	₹50,000-1,00,000	₹ \	☐ Yes ☐ No
Training hours per employee	hours	40 hours	<i>≯</i> ∖→	☐ Yes ☐ No
Absenteeism rate	%	2-3%	₹ \	☐ Yes ☐ No
Internal promotion rate	%	20-30%	<i>></i> ∖ →	☐ Yes ☐ No
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16.2 Predictive Analytics Implementation

Analytics Application	Status	Accuracy	Value Generated	ROI
Flight risk prediction		%	₹	%
Performance forecasting		%	₹	%
Recruitment optimization		%	₹	%
Workforce planning		%	₹	%
✓ Compensation modeling		%	₹	%
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Section 17: Change Management and Communication

17.1 Organizational Change Readiness

Factor	Current State	Target State	Gap	Change Strategy
Leadership support	/10	/10		☐ Developed
Employee readiness	/10	/10	_	□ Developed
Communication effectiveness	/10	/10	_	☐ Developed
Training adequacy	/10	/10		□ Developed
Resource availability	/10	/10		☐ Developed
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17.2 Communication Strategy Assessment

Communication Type	Frequency	Reach	Effectiveness	Feedback Quality
Executive updates	/month	%	/10	/10
Team briefings	/month	%	/10	/10

Communication Type	Frequency	Reach	Effectiveness	Feedback Quality
Policy announcements	/quarter	%	/10	/10
Training communications	/quarter	%	/10	/10
Survey feedback	/year	%	/10	/10
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✓ Section 18: Action Planning and Remediation

18.1 Priority Action Items

Issue Identified	Risk Level	Timeline	Owner	Resources Required	Status
		//		₹	
		//		₹	
		//		₹	
		//		₹	
		//		₹	
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18.2 Implementation Roadmap

Phase 1: Immediate Actions (0-30 days)

Address all high-risk compliance issues
Complete missing documentation
Implement critical policy updates
Schedule urgent training sessions
Establish emergency protocols

Phase 2: Short-term Improvements (31-90 days)

 Deploy new systems and processes
$\hfill \Box$ Conduct comprehensive training programs
☐ Implement feedback mechanisms
Establish monitoring protocols
☐ Begin culture change initiatives

Phase 3: Long-term Strategic Changes (91-365 days)

☐ Complete system integrations
☐ Measure improvement outcomes
\square Refine processes based on feedback
☐ Establish continuous improvement culture
☐ Plan next audit cycle

18.3 Budget and Resource Allocation

Category	Immediate (0-30 days)	Short-term (31-90 days)	Long-term (91-365 days)	Total
Technology	₹	₹	₹	₹
Training	₹	₹	₹	₹
Consulting	₹	₹	₹	₹
Process Improvement	₹	₹	₹	₹
Compliance	₹	₹	₹	₹
TOTAL	₹	₹	₹	₹
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III Section 19: ROI Calculation and Business Impact

19.1 HR Audit Investment Analysis

Total Audit Investment:

Component	Cost	Justification
External audit fees	₹	Independent expertise and validation
Internal resources (person-hours)	₹	Opportunity cost of internal team
Technology and tools	₹	Systems for ongoing monitoring
Implementation costs	₹	Process changes and training
TOTAL INVESTMENT	₹	
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Quantified Benefits (Annual):

Benefit Category	Amount	Calculation Method
Penalty avoidance	₹	Historical penalties × probability
Reduced turnover costs	₹	(Turnover reduction %) × (Avg. replacement cost)
Productivity improvements	₹	(Efficiency gain %) × (Total payroll)
Compliance cost savings	₹	Reduced legal and consultancy fees
Leave liability optimization	₹	Policy improvements × employee count
TOTAL ANNUAL BENEFITS	₹	
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ROI Calculation:

- **Net Annual Benefit:** ₹___ (Total Benefits Annual Investment)
- **ROI Percentage:** ___% ((Net Benefit ÷ Investment) × 100)
- Payback Period: ___ months (Investment ÷ Monthly Benefit)

19.2 Risk Mitigation Value

Risk Category	Probability	Impact	Mitigation Value
Legal/Compliance	%	₹	₹
Reputation damage	%	₹	₹
Talent loss	%	₹	₹
Operational disruption	%	₹	₹
TOTAL RISK VALUE MITIGATED			₹
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Section 20: Audit Documentation and Reporting

20.1 Audit Evidence Collection

Evidence Type	Collected	Verified	Documented	Stored
Policy documents				
✓ Process flowcharts				
✓ Interview transcripts				
System screenshots				
✓ Sample calculations				
✓ Compliance certificates				
✓ Test results				
✓ Management responses				
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20.2 Report Structure and Quality

Report Section	Complete	Reviewed	Approved	Distributed
Executive summary				
✓ Audit scope and methodology				
✓ Key findings and observations				
Risk assessment and ratings				
Recommendations and action plans				
✓ Implementation timeline				
✓ Cost-benefit analysis				
✓ Supporting appendices				
◀	•	•	•)

Section 21: Continuous Improvement and Follow-up

21.1 Monitoring and Review Schedule

Review Type	Frequency	Next Due Date	Owner	Status
Monthly compliance check	Monthly	//_		
Quarterly metrics review	Quarterly	//		
Semi-annual progress assessment	Semi-annual	//		
Annual comprehensive audit	Annual	//		
4	•	•	•	•

21.2 Success Metrics and KPIs

КРІ	Baseline	Target	Current	Variance	Trend
Compliance score	%	%	%	%	<i>≯</i> ∖→
Employee satisfaction	/10	/10	/10	_	<i>≯</i> ∖→
Process efficiency	%	%	%	%	<i>≯</i> ∖→
Cost optimization	₹	₹	₹	₹	<i>≯</i> ∖→
Risk reduction	%	%	%	%	$\nearrow \searrow \rightarrow$
◀			1		•

21.3 Lessons Learned and Best Practices

Area	Lesson Learned	Best Practice Identified	Implementation
Audit Planning			□ Complete
Stakeholder Engagement			☐ Complete
Data Collection			□ Complete
Change Management			☐ Complete
Technology Utilization			☐ Complete
4	•	•)

Section 22: Expert Support and Resources

22.1 Internal Resources and Responsibilities

Role	Name	Contact	Responsibility	Backup
Audit Lead			Overall audit management	
HR Director			Policy and compliance	
IT Manager			System and data security	
Finance Manager			Cost analysis and ROI	
Legal Counsel			Regulatory compliance	
▲	'		')

22.2 External Expert Support

JZ Payroll Outsourcing & Contract Staffing *Your trusted partner for comprehensive HR audit and compliance services*

Contact Information:

• **Phone:** +91 9911824722

• **Email:** <u>pyushverma@contractstaffinghub.com</u>

• Website: <u>www.contractstaffinghub.com</u>

• Experience: 15+ years in payroll outsourcing and contract staffing

• Coverage: Pan-India operations with headquarters in Delhi

Our Expertise:

- Complete HR audit and compliance assessment
- Actuarial valuation coordination and management
- Leave liability assessment and optimization
- Statutory compliance (ESI, PF, Gratuity, Labor Laws)
- **2** 360-degree feedback implementation
- Technology-enabled audit processes
- Post-audit implementation support
- Risk mitigation and penalty prevention

Service Locations: Delhi | Gurgaon | Noida | Ghaziabad | Faridabad | Mumbai | Pune | Hyderabad |
 Bangalore | Pan-India

22.3 Regulatory Resources and Updates

Resource	URL/Contact	Update Frequency	Last Checked
Ministry of Labour and Employment	labour.gov.in	Weekly	//
EPFO Official Website	epfindia.gov.in	Weekly	//
ESIC Official Website	esic.in	Weekly	//
Income Tax Department	incometaxindia.gov.in	Monthly	//
State Labor Departments	varies by state	Monthly	//
◀	•	1	<u> </u>

Audit Completion Certification

Final Audit Summary

Audit Period: / / to / /	
Audit Team:	
Total Issues Identified:	
High Risk Issues:	
Medium Risk Issues:	
Low Risk Issues:	

Overall Compliance Score: ___/100

Audit Completion Signatures:

Role	Name	Signature	Date
Audit Lead			//
HR Director			//
CEO/MD			//
▲	•		>

Appendices

Appendix A: Regulatory Update Log 2025-26

- Latest ESI contribution rate changes
- PF interest rate notifications
- New labor code implementations
- State-specific regulatory updates

Appendix B: Sample Forms and Templates

- Employee exit checklist
- Grievance reporting form
- Incident reporting template
- Training feedback form
- Performance improvement plan template

Appendix C: Compliance Calendar 2025-26

- Monthly filing deadlines
- Annual return due dates

- Renewal and renewal reminders
- Audit and inspection schedules

Appendix D: Emergency Contact Directory

- Labor department contacts
- Legal counsel information
- Auditor and consultant details
- Government liaison contacts

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This checklist is designed as a comprehensive guide for HR audit activities. It should be customized based on organization-specific requirements and regulatory changes. For expert assistance with HR audits and compliance management, contact our experienced team.

Disclaimer: This checklist provides general guidance and should be used in conjunction with professional advice. Laws and regulations may change, and specific situations may require customized approaches. Always consult with qualified professionals for legal and compliance matters.