

## JZ Payroll Outsourcing & Contract Staffing

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 Based in Delhi | Pan-India Services

15+ Years of Experience

## HR Compliance Checklist 2025-26

Use this checklist to address common HR pain points and ensure compliance, efficiency, and employee satisfaction in your organization.

### Employee Retention

- ✓ Implement flexible work arrangements (e.g., hybrid models) to reduce burnout.
- ✓ Provide mental health support through counseling and stress management programs.
- ✓ Create clear career development pathways with skill-building opportunities.
- ✓ Establish peer-to-peer and management recognition programs.
- ✓ Use contract staffing to reduce workload on permanent employees.

*Target: 18% improvement in retention rates and 23% higher employee satisfaction.*

### Workflow Automation

- ✓ Automate payroll processing for salary calculations, tax deductions, and compliance reporting.
- ✓ Deploy self-service portals for leave applications and approvals.

- ✓ Use digital performance tracking systems for employee reviews.
- ✓ Implement digital document management for employee records.

*Goal: Achieve 40-60% reduction in administrative processing time with 99.9% compliance accuracy.*

## Talent Acquisition and Onboarding

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- ✓ Use AI-powered screening tools to filter candidates based on skills and cultural fit.
- ✓ Implement video interview platforms for efficient remote screening.
- ✓ Conduct skills-based assessments for technical and behavioral evaluations.
- ✓ Develop paperless onboarding programs for seamless integration.

*Aim: Reduce time-to-hire by 35% and improve new employee satisfaction by 42%.*

## Reducing Administrative Burden

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- ✓ Deploy employee self-service portals for updating personal information and accessing payslips.
- ✓ Automate compliance reporting for real-time statutory submissions.
- ✓ Streamline approval processes with digital workflow management.
- ✓ Outsource routine administrative tasks to specialized providers.

*Target: 50-70% reduction in HR administrative workload.*

## Employee Experience

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- ✓ Implement mobile HR apps for access to pay information and company updates.

- ✓ Use real-time feedback systems for continuous performance monitoring.
- ✓ Deploy learning management systems for personalized training programs.
- ✓ Offer employee wellness platforms for health tracking and program management.

## Diverse Workforce Management

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- ✓ Conduct cultural sensitivity training to address regional and cultural differences.
- ✓ Implement HR systems with multi-language support for regional languages.
- ✓ Accommodate diverse religious practices with flexible policies.
- ✓ Develop inclusive workplace policies to ensure equity and fairness.

## Compliance and Risk Mitigation

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- ✓ Monitor real-time regulatory updates for labor laws and tax regulations.
- ✓ Automate compliance reporting for PF, ESI, Professional Tax, and Income Tax.
- ✓ Conduct regular audits of HR practices and policies to assess risks.
- ✓ Maintain comprehensive employee records for compliance documentation.

*Ensure: 100% compliance with state-specific regulations across India.*

## Data Analytics

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- ✓ Use predictive turnover analysis to identify at-risk employees.
- ✓ Analyze performance trends to identify productivity improvement opportunities.
- ✓ Conduct cost-benefit analysis for HR initiatives to evaluate ROI.

✓ Forecast staffing needs and skill requirements for workforce planning.