HR Compliance Audit Checklist

Template for employment regulations compliance review

Area	Checklist Item	Compliant	Notes/Actions
Employee Records	All required personnel files are complete and accessible		
Recruitment & Hiring	Job postings and advertising are compliant with EEO laws		
Onboarding	New hire documentation (I-9, W-4, contracts, etc.) is properly collected		
Wages & Hours	Payroll records comply with FLSA/minimum wage requirements		
Leaves & Absences	FMLA and paid/unpaid leave policies are up to date and communicated		
Health & Safety	OSHA posters and required notices are posted		
Anti-Harassment	Anti-harassment and discrimination policies are adopted and trained		
Employee Handbook	Handbook reflects current laws and company policies		
Termination	Termination procedures comply with applicable employment laws		
Other			

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Auditor Name & Signature

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Date