

Using HR Audits to Reduce Risk, Retain Employees and Improve Profitability

June 10, 2015

The webinar will start at 10:00 am CT



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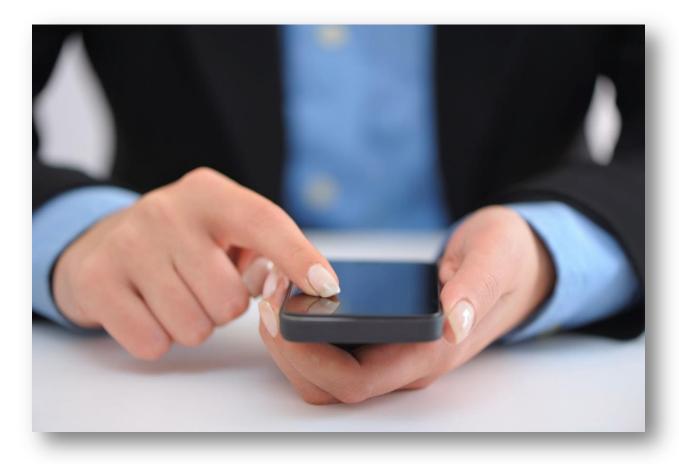
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A recording of today's webinar will be emailed for your reference or to share with others.





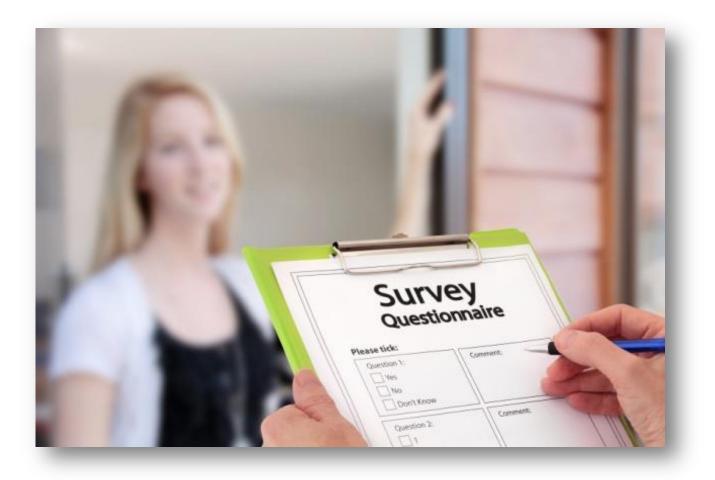
For best quality, call in by phone instead of using your computer speakers.

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To ask questions during the presentation, use the questions box on the right side of your screen.





Please provide your feedback at the end of today's presentation.

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About the Speaker



Carrie Wiegand, PHR

Senior Organizational Consultant

Experience in variety of HR functions

SHRM-CP

Certified PHR

Meyers-Briggs Type Indicator® practitioner



Today's Objectives

✓ Understand the components of an HR audit and the methods used.

✓ Identify the risks and areas for improvement that an HR audit may bring to light.

✓ Learn how to use the results of an HR audit to improve an organization.



Polling Question #1



What is an Audit?

Financial

Regular and systematic examination of an organization's financial documents to verify or correct accounts.

Human Resources

Regular and systematic examination of organizational practices to ensure compliance or contribute to quality improvement.



Financial vs. HR Audit







Financial vs. HR Audit







Polling Question #2



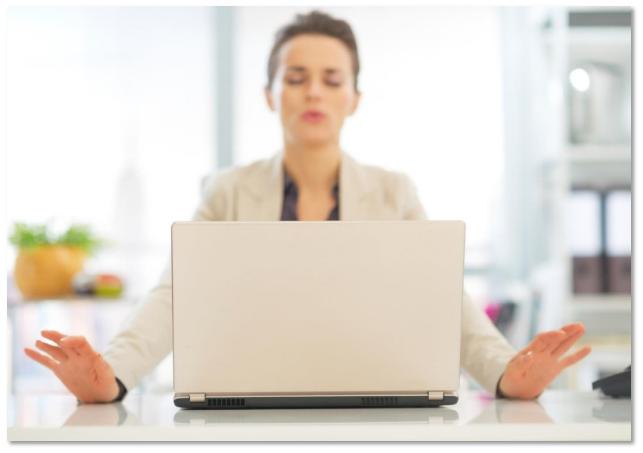
Why Audit?

- Compliance
- Strategy





Breathe Easier



Know you are doing things correctly, consistently and fairly.

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Do Better



- Attract and retain employees
- Improve processes



- Change in HR or organizational leadership
- Excessive turnover
- Change in size
- Organizational change





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Polling Question #3



What to Audit

- Personnel records
- Required employee notices/documentation
- Employment policies
- Managerial practices





Legal Compliance

- ADA & ADAAA
- ADEA
- COBRA
- DOL
- EEOC
- ERISA
- FLSA
- FMLA
- GINA

- HIPAA
- IRCA
- NLRA
- OFCCP
- OSHA
- PDA
- PPACA
- USERRA



Legal Compliance: Recruitment

ADA & ADAAA

ADEA

EEOC

OFCCP

PDA





Test Yourself





Legal Compliance: Onboarding

ADA & ADAAA

COBRA

EEOC

ERISA

FMLA

IRCA

OFCCP

OSHA

PPACA







Legal Compliance: Pay

ADEA

DOL

EEOC

FLSA

NLRA

OFCCP





Test Yourself





Legal Compliance: Benefits

ADEA

COBRA

DOL

ERISA

FMLA

GINA

HIPAA

NLRA

PDA

PPACA







Legal Compliance: Policies

ADA & ADAAA

ADEA

EEOC

FLSA

FMLA

NLRA

OFCCP

PDA





Test Yourself





Legal Compliance: Performance

ADA & ADAAA

ADEA

EEOC

FMLA

PDA





Legal Compliance: Training

ADA & ADAAA

ADEA

EEOC

FMLA

OSHA

PDA





Legal Compliance: Termination

ADA & ADAAA

ADEA

COBRA

EEOC

ERISA

FLSA

PDA





Case Study: Compliance





HR Strategy





Case Study: Strategy





Polling Question #4



Implementation

It takes humility to seek feedback. It takes wisdom to understand it, analyze it, and appropriately act on it.

--Stephen R. Covey in "First Things First"



Areas of Focus

- FLSA
- I-9 audits
- EEOC





Top 4 Audit Findings

- Form I-9 improperly completed
- Lack of documentation
- Practice does not match established policy or procedure
- Documents are outdated



Other Considerations

- Employee input
- Legal advice





HRCI Credit



HRCI pre-approved for 1 hour HR (general) recertification credit

PROGRAM ID:



Thank you!

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Senior Organizational Development Consultant

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