

# GULF INSTITUTE



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# Certificate in HR Auditing

## 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

## 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

## 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

- Pension records for national employees
- Verifying employee records and compliance of HR process with the labor law
- Checking for compliance with visa and local sponsorship processes

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