

HR Compliance Checklist

A general HR compliance checklist covering eligibility, policies, records, postings, and training.

Verify Work Eligibility

- Confirm each employee is authorized to work where required
- Collect and verify the documents your region mandates
Requirements vary; follow local laws and consult HR or legal.
- Store eligibility records securely and separately
- Apply the same verification steps to every hire fairly
- Track any required re-verification dates
- Keep records for the legally required retention period

Maintain Written Policies

- Keep an up-to-date employee handbook
- Include conduct, anti-harassment, and equal opportunity policies
- Document leave, time off, and attendance rules
- Set clear health, safety, and remote-work policies
- Have employees acknowledge policies in writing
- Review and update policies regularly with expert input
Laws change; refresh policies on a schedule.

Keep Accurate Records

- Maintain a complete personnel file for each employee
- Keep accurate pay, hours, and tax records
- Store performance and disciplinary documentation
- Protect personal data with proper access controls
Data privacy rules vary; follow local laws.
- Follow retention schedules for each record type
- Securely dispose of records once retention ends

Display Required Postings

- Identify the notices required where you operate
- Display current postings in visible workplace areas
- Provide digital equivalents for remote employees
- Replace outdated notices with the latest versions
- Confirm postings exist for each work location
- Check posting requirements periodically
Required postings differ by location and change over time.

Deliver Mandatory Training

- Identify training your jurisdiction or industry requires
- Schedule anti-harassment and safety training as needed
- Track completion and certification for each employee
- Set reminders for recurring or renewal training
- Keep records of who completed which training and when

- Update training content as requirements change
Required training varies; follow local laws.

Review and Improve Compliance

- Schedule a periodic internal compliance review
- Use this checklist to flag gaps and risks
- Prioritize and assign owners to fix each gap
- Consult qualified HR or legal experts on complex issues
- Stay informed about changes in employment law
- Document your review and the actions taken
A written trail demonstrates good-faith effort.