

# HR Technology Audit Checklist Template

 Show only Checklist

Display Style  
Default 

## System Access & Permissions

Review user access levels, password policies, and security protocols for all HR systems.

### Number of Active User Accounts

Enter a number...

### Password Complexity Requirements

- None
- Weak
- Medium
- Strong



### Last Password Policy Review Date

Enter date...

### Roles with Admin Access

- HR Generalist
- HR Manager
- Payroll Specialist
- Executive Leadership

### Process for Granting New User Access

Write something...

### Two-Factor Authentication (2FA) Status

- Not Implemented
- Implemented for All Users
- Implemented for Specific Roles

## Data Security & Privacy

Assess data encryption, access controls, and compliance with privacy regulations (e.g., GDPR, CCPA).

### Data Encryption Method

- AES-256
- RSA
- Other (Specify)

### Access Control Levels (Number of)

Enter a number...

### Compliance Frameworks Applied

- GDPR
- CCPA
- HIPAA
- Other (Specify)

### Last Data Privacy Policy Review Date

Enter date...

### Description of Data Masking Techniques

Write something...

### Data Residency Compliance

- Fully Compliant
- Partially Compliant
- Not Compliant

# System Integration

Evaluate the integration between HR systems and other business applications (e.g., payroll, accounting).

## Payroll System Integration Status

- Fully Integrated
- Partially Integrated
- Not Integrated

## Applicant Tracking System (ATS) Integration Status

- Fully Integrated
- Partially Integrated
- Not Integrated

## Data Synchronization Frequency (Hours)

## Description of Data Mapping

### Error Handling Process Integration

- Automated Alerts
- Manual Review
- No Formal Process

### Last Integration Verification Date

Enter date...

## Data Accuracy & Integrity

Verify data accuracy, completeness, and consistency across all HR systems.

### Percentage of Employee Data Fields Populated

Enter a number...

### Data Validation Rules in Place for Key Fields?

- Yes
- No
- Partially

### Last Data Accuracy Audit Date

Enter date...

### Summary of Errors Found During Last Audit

Write something...

### Number of Duplicate Employee Records Found

Enter a number...

### Process for Correcting Data Errors?

- Defined and Documented
- Informal
- Not Defined

### Number of Reports Generated to Verify Data Integrity

Enter a number...

## Reporting & Analytics

Assess the functionality and reliability of HR reporting and analytics capabilities.

### Number of Custom Reports Created

Enter a number...

### Standard Reporting Packages Used?

- Yes
- No

### Description of Current Reporting Limitations

Write something...

### Last Reporting Audit Date

Enter date...

### What Key Performance Indicators (KPIs) are Currently Tracked?

- Employee Turnover
- Time-to-Hire
- Training Completion Rates
- Employee Satisfaction
- Cost-per-Hire

### Number of Users with Reporting Access

Enter a number...

# Vendor Management

Evaluate vendor contracts, service level agreements (SLAs), and performance monitoring.

## Vendor Contract Value (Annual)

## Contract Start Date

## Contract Renewal Date

## Service Level Agreement (SLA) Met?

 Yes No N/A

## Summary of Vendor Performance

### Vendor Contract Document

 Upload File

### Vendor Risk Level (Based on assessment)

- High
- Medium
- Low

## Compliance & Audit Trails

Review compliance with relevant laws, regulations, and internal policies; examine audit trail capabilities.

### Last Compliance Audit Date

Enter date...

### Number of Audit Trails Reviewed

Enter a number...

### Compliance Framework Used (e.g., SOX, GDPR)

- SOX
- GDPR
- CCPA
- Other

### Summary of Audit Findings

Write something...

### Copies of Compliance Documentation

 Upload File

### User Access Review Frequency

- Monthly
- Quarterly
- Annually

### Name of Responsible Party for Compliance

Write something...

# Business Continuity & Disaster Recovery

Assess plans for data backup, system recovery, and business continuity in case of disruptions.

**Last Successful Backup Date (YYYY-MM-DD)**

Enter a number...

**Next Scheduled Full System Backup**

Enter date...

**Description of Data Backup Procedures**

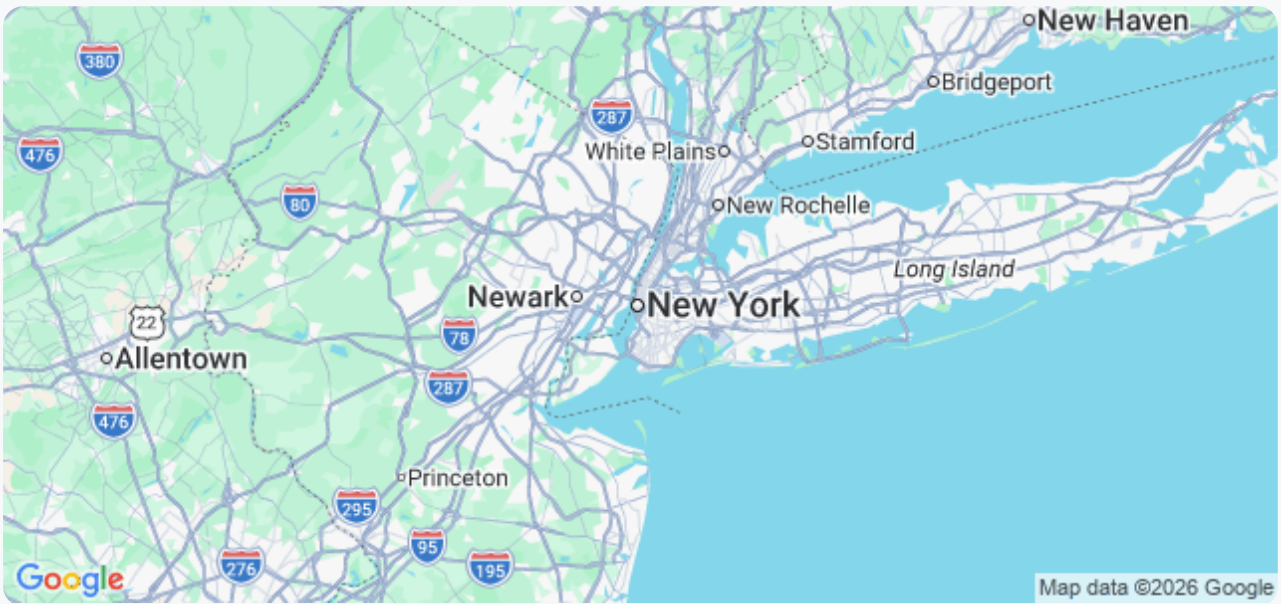
Write something...

### Offsite Storage Location Type

- Cloud Storage
- Physical Tape Storage
- Co-location Facility

### Offsite Data Storage Location

 [Set My Current Location](#)



### Estimated Recovery Time Objective (RTO) in Hours

Enter a number...

### Estimated Recovery Point Objective (RPO) in Hours

Enter a number...

### Details of Employee Communication Plan During Disaster

Write something...

## User Training & Support

Evaluate user training programs and support resources for HR technology users.

### Number of Users Trained (Last 12 Months)

Enter a number...

### Training Delivery Method(s)

- Online Modules
- Instructor-Led Training
- Documentation
- Quick Reference Guides

### Summary of Recent Training Updates

Write something...

### Date of Last User Training Needs Assessment

Enter date...

### Types of Support Provided

- Help Desk
- Email Support
- Knowledge Base
- Dedicated Support Contact

### Average Resolution Time for Support Tickets (in hours)

Write something...

## Future-Proofing & Innovation

Consider the long-term viability of HR technology and identify opportunities for innovation.

### Budget Allocation for Emerging Tech (Annual)

Enter a number...

### Current AI/ML Adoption Level?

- None
- Exploratory
- Pilot Projects
- Integrated into Workflows

### Potential Future Tech Investments (Select All That Apply)

- Blockchain
- Advanced Analytics/Predictive Modeling
- Chatbots/Virtual Assistants
- Learning Management System (LMS) Integration
- Skills Gap Analysis Tools

### Next Technology Review & Update Scheduled

Enter date...

### Summary of Current Technology Strengths

Write something...

### Summary of Current Technology Weaknesses/Gaps

Write something...