



HR Technology Audit Checklist Template

System Access & Permissions

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

Number of Active User Accounts

Password Complexity Requirements

- ☐ None
- ☐ Weak
- ☐ Medium
- ☐ Strong

Last Password Policy Review Date

Roles with Admin Access

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