HR Start-Up Checklist

This Checklist provides an overview of basic HR activities. Use it to assess what resources and tools you will need to get HR up and running in your organization.

Employee Files	
Activity	**Accountability**
File Storage, Security & Access	
Employee Files	

Payroll	
Activity	**Accountability**
New Hire Processing	
Timekeeping	
Unemployment Compensation	
Worker's Compensation	
Payroll Taxes/Tax Filings	
Compliance	

Benefits Administration	
Activity	**Accountability**
Enrollment	
Claims Processing	
Customer Service	
Balance & Control/Reconcilement/Reporting	
Compliance	

Hiring	
Activity	**Accountability**
Job Postings/Advertisement	
Interviewing	
Reference Checking	
Background/Drug Screening	
Offer Letters	
New Hire Orientation	

Performance Management	
Activity	**Accountability**
Employee Performance Review Program	
Performance Review Documentation	

Policies	
Activity	**Accountability**
Workplace Policies	
Policy Communications	
Employee Acknowledgement	

Compliance	
Activity	**Accountability**
Employment Posters	
Wage & Hour Regulations	
Local, State & Federal Laws	

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