



HR Audit Essentials and Findings Training Course

2 – 6 August 2027
Tokyo

HR Audit Essentials and Findings Training Course

Ref: 354_129260 **Date:** 2 – 6 August 2027 **Location:** Tokyo **Fees:** 10000 Euro

Overview

The HR Audit Essentials and Findings Training Course is a five-day intermediate course for HR professionals, internal auditors, compliance officers, payroll specialists, and managers who leave with an HR Audit Checklist and Findings Pack. The course connects audit planning, employee lifecycle controls, personnel-file sampling, payroll changes, HR system access, evidence evaluation, finding ratings, corrective actions, and follow-up. Participants apply a repeatable review cycle without entering advanced assurance design. Agile Leaders Training Center delivers this course on HR audit essentials and findings.

Who Should Attend

- Human resources functions responsible for process controls, records, and internal reviews
- Internal audit functions supporting HR process and personnel-file testing
- Compliance functions responsible for policy evidence and corrective actions
- Payroll functions responsible for authorized employee and pay changes
- Management functions responsible for HR control ownership and remediation

The course assumes participants work with HR processes or records and leaves out advanced audit analytics, legal opinions, and organization-specific policy approval.

Departments and Industries

The course supports practical HR control reviews across service and operational organizations.

- Human resources, internal audit, compliance, risk, and payroll departments
- Recruitment, employee relations, learning, compensation, and HR systems functions
- Banking, insurance, professional services, and telecommunications organizations
- Manufacturing, retail, logistics, and construction organizations
- Healthcare, education, hospitality, and public service organizations

Learning Objectives

By the end of this course, participants will be able to:

- Analyze HR process risks and basic control responsibilities
- Build an HR audit scope, checklist, and evidence request
- Apply file sampling and control tests across the employee lifecycle
- Evaluate payroll changes, records, access, and exceptions
- Build rated findings and corrective action statements

- Use an HR Audit Checklist and Findings Pack for follow-up

Course Agenda

Day 1: HR Audit Planning

- HR Process and Employee Lifecycle Map
- HR Risk and Control Checklist
- Audit Objective and Scope Statement
- Evidence Request and Responsibility List
- Personnel File Sampling Plan

Day 2: Hiring Records and Access

- Position Approval and Recruitment Trace Test
- Offer Onboarding and Personnel File Checklist
- Employee Master Data Validation Sheet
- Role Change and Transfer Approval Review
- HR System Access and Segregation Checklist

Day 3: Payroll Performance and Exit

- Payroll Change Authorization Test
- Attendance Leave and Benefit Reconciliation
- Performance Review Evidence Checklist
- Learning and Policy Acknowledgment Review
- Exit Settlement and Access Closure Test

Day 4: Findings and Corrective Actions

- Exception Evidence and Cause Analysis
- Finding Condition Criteria Cause and Effect Template
- Issue Rating and Priority Matrix
- Corrective Action Owner and Due-Point Tracker
- HR Audit Report and Follow-Up Checklist

Day 5: HR Audit Practice

- Suggested Exercise: Scope and Checklist Design
- Suggested Exercise: Personnel File Sample Review
- Suggested Exercise: Payroll and Access Control Test
- Suggested Exercise: Finding and Action Assessment
- Capstone Exercise: HR Audit Checklist and Findings Pack



Practical Exercises

The course includes suggested activities that turn HR records and process evidence into documented findings and actions.

- Suggested activity: map a hire-to-exit process and select checklist controls for testing.
- Suggested activity: sample employee files and record missing, inconsistent, or unauthorized evidence.
- Suggested activity: test payroll changes and HR system access against approvals and active status.
- Suggested activity: present an HR Audit Checklist and Findings Pack with corrective actions.

FAQs

Who suits HR audit essentials and findings training?

HR professionals, internal auditors, compliance officers, payroll specialists, and managers suit the training; it assumes regular work with HR processes, records, or controls.

How does HR audit essentials training differ from advanced HR process auditing?

HR audit essentials training applies standard checklists, samples, findings, and actions, while advanced auditing involves deeper assurance design, analytics, governance evaluation, and complex cross-system testing.

What employee records should an HR audit sample?

An HR audit sample can examine approved hiring documents, signed offers, onboarding evidence, employee-master changes, payroll authorizations, leave records, performance documents, policy acknowledgments, transfers, exits, and access closure.

How are HR audit findings rated?

HR audit findings are rated by evidence, control failure, likelihood, impact, recurrence, breadth, and urgency, using the organization's approved rating criteria and review process.

What belongs in an HR Audit Checklist and Findings Pack?

The pack links scope, checklist questions, samples, evidence, exceptions, finding ratings, causes, actions, owners, due points, report summaries, and follow-up status.



Conclusion

Participants leave with an HR Audit Checklist and Findings Pack connecting lifecycle controls, samples, evidence, findings, and corrective actions. The work product makes review steps and open issues visible to HR and assurance teams. It supports repeatable audits while keeping the scope appropriate for intermediate practitioners.