



## How does your Company score on this 11-point Human Resources Health Check?

1	All my employees have employment contracts and increase letters on file which correspond with the payroll	Yes	No
2	All my employees have a copy of, and understand, their terms and conditions of employment	Yes	No
3	I am aware of and understand the requirements of the Employment Equity Act	Yes	No
4	I have submitted the Employment Equity and Income Differential Reports to the Department of Labour and have an Employment Equity Plan in place	Yes	No
5	I am aware of and understand the requirements of the Skills Development Act	Yes	No
6	I pay the Skills Levies on a monthly basis, have submitted a WSP and ATR and I am in a position to claim the Mandatory Grant from my SETA	Yes	No
7	I am aware of and understand the requirements of the Occupational Health and Safety Act and pay the annual COIDA levies	Yes	No
8	I am aware of and understand the requirements of the Unemployment Insurance Fund and apply this in my HR Policies	Yes	No
9	I administer employee leave accurately on a monthly basis, therefore restricting any financial loss when employees resign	Yes	No
10	I am aware of and understand the requirements of the Basic Conditions of Employment Act and apply these in my HR and Payroll Administration	Yes	No
11	I am aware of and fully understand the requirements of the Labour Relations Act and apply these in my HR and Payroll Administration	Yes	No

Unfortunately, there is no 50% pass mark on this test.

Does your Company score less than full marks? Or are you concerned that HR takes up too much of your time?

Contact Hermina Patton at Specialised HR Services.