

## How does your Company score on this 15-point Human Resources Health Check?

1	I understand who is classified as an employee and who are independent contractors and have the appropriate contracts in place which corresponds to the information on the payroll	Yes	No
2	I have the copies of increase letters on file which corresponds with the information on the payroll	Yes	No
3	I have employee files (hard copy or electronic) which contains all the required legislated documents and these are kept confidential and secure	Yes	No
4	All my employees have a copy of, and understand, their terms and conditions of employment	Yes	No
5	I am aware of and understand the requirements of the Employment Equity Act	Yes	No
6	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
7	I am aware of and understand the requirements of the Skills Development Act	Yes	No
8	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
9	I am aware of and understand the requirements of the Occupational Health and Safety Act and pay the annual COIDA levies	Yes	No
10	I am aware of and understand the requirements of the Unemployment Insurance Fund and apply this in my HR Policies	Yes	No
11	I administer employee leave accurately on a monthly basis, therefore restricting any financial loss when employees resign	Yes	No
12	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
13	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
14	I have HR Policies and Procedures in place that are based on labour legislation and codes of good practice and these are reviewed regularly, as and when there are legislative changes	Yes	No
15	My employees have access to and understand the HR Policies and Procedures	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.