



---

## Take your Company's HR Pulse!

The following is a mini-survey, provided by Tom Phillips of Phillips and Associates, of your own COMFORT LEVEL concerning a few key status indicators for your organization's professional Human Resource-related functions. The purpose of this survey is to provide a brief snap-shot view of select HR-related activities that will allow you to determine how comfortable the organization is that "the people-component" of the business is adequately positioned to contribute to the success of the overall business.

**Answer each question below with a "yes" or "no". (The more "yes's" the stronger your company's HR pulse!)**

1. Applies a formal procedure for initiating, investigating, documenting & resolving employee complaints?
2. Provides each employee with a written up-to-date Employee Handbook?
3. Has Job Descriptions or Job Specifications for all positions?
4. Has federal and state posters, located where all employees see them?
5. Has reviewed & evaluated pay status of all positions to comply with FLSA and overtime pay requirements?
6. Has a standardized formal recruiting, selection and placement process that includes background checks, structured interviews and meets EEO/AA requirements?
7. Utilizes periodic employee business-related feed-back or perception mechanisms/surveys to determine state-of-the-relationship status?
8. Files the required ERISA employee benefit reports requirements on time?
9. Provides formal individual job performance evaluation feed-back and development suggestions for each employee? (Evaluations are provided on time.)

10. Is aware of and complies with applicable Federal Regulations, based on number of employees?
11. Maintains personnel files in a way that complies with applicable laws and regulations.
12. Has a Human Resource Contact Person, who understands the company, its products, customers and is readily accessible to all employees for questions and problem resolution occasions?
13. Provides appropriate and necessary training to all management levels and employees on a regular basis?
14. Provides effective Communication processes and mechanisms for exchange of essential information and direction for managers and employees?
15. Has a Pay/Compensation Plan that is formal and employees understand?
16. Involves all employees in a formal Safety Program?
17. Periodically reviews all Employee Benefits, including Health Care & Workers' Compensation costs for appropriate cost containment and initiates modifications?
18. Has written Policies that outline expected Conduct for employees?
19. Has Managers who are trained in effective Employee Relations practices?
20. Follows a documented New Employee Orientation Plan?

For additional HR help, AccuPay offers a complete HR Support Center as a supplement to our payroll services. Ask your processor for more information. If you need more advanced HR assistance, AccuPay partners with Tom Phillips of Phillips and Associates. You can reach Tom via email at [tom\\_phillips@prodigy.net](mailto:tom_phillips@prodigy.net) or by phone at 317-889-0429.

*PayDay is an email communication of payroll news, legal updates and tax considerations intended to inform clients and colleagues of AccuPay about current payroll issues and planning techniques. You should consult with your CPA or tax advisor before implementing any ideas, comments or planning techniques.*