

HR AUDIT & ANALYTICS

An HR audit is a systematic evaluation of an organization's human resources policies, procedures, and practices to ensure compliance with legal standards, alignment with business objectives, and optimization of workforce management. It involves examining key HR functions such as recruitment, on-boarding, training, performance management, compensation, and compliance. The audit identifies gaps, inefficiencies, and potential risks while providing actionable insights to enhance HR processes and contribute to organizational success.

In the UAE, an HR audit is crucial to ensure compliance with labor laws and organizational policies. It helps identify inconsistencies in HR processes and helps organizations assess the effectiveness of their HR functions. By identifying gaps and mitigating risks, HR audits can help organizations align their HR activities with business objectives, enhancing organizational performance. This process also helps in reducing legal and operational risks, ensuring that HR initiatives align with the company's overall goals, contributing to employee satisfaction and retention.



- **Payroll Audit:** The payroll audit function in DC360 HRMS ensures payroll accuracy and compliance with labor laws and company policies. It helps identify discrepancies in salary calculations, deductions, tax filings, and overtime payments, ensuring precise payroll processing while minimizing legal risks.
- **Employee Master Data Audit:** This audit verifies and updates employee records, including personal details, job roles, and compensation data. By maintaining accurate records, the organization ensures data integrity, reduces administrative errors, and complies with privacy and employment regulations.
- **Document Validity Audit:** The document validity audit ensures that employee records, such as contracts, certifications, work permits, and IDs, are up-to-date and compliant with regulatory requirements. DC360 HRMS tracks expiration dates and sends automated reminders to prevent non-compliance issues.
- **Recruitment and Selection Audit:** This audit evaluates the hiring process to ensure fair, transparent, and legally compliant recruitment practices. It assesses job postings, candidate screening, selection criteria, and on-boarding processes to enhance efficiency and adherence to equal employment opportunity regulations.
- **Training and Development Audit:** The training audit reviews the effectiveness of learning programs by assessing their alignment with business objectives and employee skill development needs. It identifies training gaps, ensures compliance with industry standards, and enhances workforce competency.
- **Compliance, Turnover, and Absence Audit:** This audit ensures adherence to employment laws and company policies by reviewing HR compliance measures. It also analyzes employee turnover rates and absenteeism trends to identify underlying causes, enabling proactive strategies to improve retention and workforce stability.