SynTech HR Solutions

HR & Compliance Readiness Checklist 2026

A practical starting checklist for reviewing core HR processes, documentation, payroll coordination, compliance readiness and HR technology.

1. HR Operations & Employee Records

- ■ Employee master data is complete and up to date.
- ■ Joining and onboarding documents are standardized.
- ■ Employee personal, employment and statutory records are organized.
- ■ Attendance and leave records are maintained and reconciled.
- ■ Exit and full-and-final processes are documented.
- ■ HR policies and standard operating procedures are accessible.

2. Payroll Readiness

- ■ Payroll inputs have a defined monthly cut-off and approval process.
- ■ Attendance, leave, LOP and payroll inputs are reconciled.
- ■ Salary structures and employee changes are documented.
- ■ Applicable PF, ESIC, Professional Tax and other payroll-related items are reviewed.
- ■ Payroll reports and supporting records are retained.

3. Statutory Compliance & Audit Readiness

- ■ Applicable statutory requirements have been identified for the establishment.
- ■ Compliance calendar and due dates are tracked.
- ■ Registers, records, challans and returns are organized where applicable.
- ■ Employee statutory records are complete.
- ■ Audit documents can be produced systematically.
- ■ Compliance gaps and corrective actions are tracked.

4. Performance Management & Engagement

- ■ Goals/KRAs/KPIs are defined where applicable.
- ■ Performance review cycles and responsibilities are documented.
- ■ Feedback and performance records are maintained.
- ■ Performance improvement processes are documented.

- Employee feedback or engagement mechanisms are available.

5. HRMS & HR Data

- Employee data has a defined system of record.
- HRMS access roles are controlled.
- Attendance, leave and payroll workflows are mapped.
- HR reports/MIS are available for management review.
- Data migration and data-quality checks are planned when implementing an HRMS.

Important: This checklist is a general operational aid, not legal or statutory advice. Applicable requirements vary by establishment, location, workforce and current law. Obtain appropriate professional advice for specific compliance decisions.

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