Human Resources: Auditing Your HR Function

An organization's human resource department finds itself involved in countless situations that are potential areas of risk such as employment law issues, compensation, benefits, recordkeeping, and potential fraud issues. For auditors currently in charge of human resource assurance and experienced internal auditors, it is vital that they stay abreast of emerging issues and remain aware of client expectations, key business risks, and control best practices.

Incorporating facilitator presentations, case studies, group discussions, practical exercises, and self-assessments, this course will teach auditors of all levels how to audit several complex HR activities. Participants will also evaluate ways to benchmark their internal audit approach and learn how to create a foundation for increasing the effectiveness of audit strategies and delivering value-added results.
Course Duration:
2 Days

CPE Hours Available:
16 CPE

Knowledge Level:
Basic

Field of Study:
Auditing

Prerequisites:
None

Advance Preparation:
None

Delivery Format:
Seminar, On-site
Course Outline:

Introduction

- Benchmarking - Importance of HR audit projects
- Benchmarking - HR audit challenges and success factors
- Participant survey results overview

Understanding Human Resources

- HR function overview and benchmarking
- HR trends and emerging issues
- HR client expectations

Complex Activities - A Closer Look

- Organization design/staffing plans
- Employment law issues
- Compensation and benefits
- HR role in integrity and ethics
- Other activities (based on survey results)

Basic Activities - Revisited

- The HR "people" process
- HRIS and recordkeeping
- Payroll processing
- Fraud risks in HR activities
- Other activities (based on survey results)

The HR Function - Building or Burning Bridges

- Core elements of the HR function
- HR objectives, business risks, and success factors
- HR effectiveness metrics and benchmarking
- Other activities (based on survey results)

Human Resources - Risk/Controls Evaluation

- Human resources - audit planning practices/resources
- Benchmarking discussion - HR risk and control evaluation tools
Audit Program Design and Execution

- Value-added audit objectives and results
- Benchmarking discussion - audit tools and techniques

Putting It All Together

- "What's worked best for us" summary
- Additional resources and references
- Roundtable topics (based on survey results)