

TRANSACTION PATHWAY

HR Department Pathway

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Here we provide Stages relating to the various areas of human resources that you need to address in your business. Whether you have a full human resources department, outsource the work to someone else, or have a single person responsible for HR, this Pathway will give you a list of the various areas you need to focus on. Setting up repeating Tasks for things like Payroll will improve your efficiency as you build your internal processes.

STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
Compliance	<ul style="list-style-type: none"> ➤ Employment rights in your jurisdiction ➤ Policies Required ➤ Policies- produce required policies ➤ Employee Pre-employment vetting ➤ Employee Handbook ➤ Policies- right to change policies- inform ➤ Policies- right to change policies- process ➤ Employee expectations to meet ➤ Document Signatures ➤ Document Storage ➤ Insurance 	<ul style="list-style-type: none"> ➤ Employee Rights ➤ Human Resources Policies Required ➤ Policy Production List ➤ Employee Pre Employment Vetting ➤ Employee Documents Requiring Signature 	
Compensation	<ul style="list-style-type: none"> ➤ Pay Ranges ➤ Compensation reviews ➤ Benefits- Required under law ➤ Benefits- Additional basic benefits ➤ Benefits- Additional enhanced benefits 	<ul style="list-style-type: none"> ➤ Employee Benefits Required under Local Law ➤ Additional Basic Employee Benefits ➤ Additional Enhanced Employee Benefits 	
Payroll	<ul style="list-style-type: none"> ➤ Payroll Technology ➤ Create Payroll Team or nominated person ➤ Consider Payroll Outsourcing 	<ul style="list-style-type: none"> ➤ Payroll Technology 	

Recruiting	<ul style="list-style-type: none"> ➤ Hiring Strategy – process to request new hires ➤ Hiring Strategy – process to approve new hires ➤ Hiring Strategy – process to hire new employees ➤ Hiring Strategy – diversity and non-discrimination process 		
Onboarding	<ul style="list-style-type: none"> ➤ Employee Pre-employment vetting ➤ Onboarding – documents to be signed ➤ Training – Basic Training plan ➤ Training – Resources required for training ➤ Orientation – Benefits follow up ➤ Orientation – essentials ➤ Orientation – Introductions ➤ Orientation – Company culture 	<ul style="list-style-type: none"> ➤ Final Employee Pre-Employment Vetting ➤ Onboarding Documents to be Signed 	
Performance	<ul style="list-style-type: none"> ➤ Develop employee goals/KPI strategy ➤ Performance assessment and review process ➤ Employee Performance and Compensation Review 		