Employee Records Management Action Items

Digital Record Keeping

- **Action Item: Set Up Digital Record Management System**

    o **Deliverable:** Implement a digital HR record management system, including system configuration and initial data migration.

- **Action Item: Update and Maintain Employee Records**

    o **Deliverable:** Regularly updated employee records within the HR system, reflecting the latest data on personal details, employment status, and job roles.

- **Action Item: Generate Record Tracking Reports**

    o **Deliverable:** Detailed reports tracking changes, updates, and historical data of employee records, provided monthly or as needed.

- **Action Item: Conduct Data Accuracy Audits**

    o **Deliverable:** Audit reports verifying the accuracy of employee data in the system, with identified discrepancies and corrective actions.

Document Storage

- **Action Item: Implement Secure Document Storage Solutions**

    o **Deliverable:** Set up secure digital storage systems for HR documents, including encryption and access controls.

- **Action Item: Organize and Index Digital Documents**

    o **Deliverable:** Systematic organization and indexing of digital documents for easy retrieval and management, with a structured file naming and categorization system.

- **Action Item: Perform Regular Document Backups**

    o **Deliverable:** Backup schedules and reports ensuring regular backups of all stored HR documents, with secure off-site storage options.

- **Action Item: Ensure Compliance with Data Protection Regulations**

    o **Deliverable:** Compliance check reports confirming adherence to data protection laws and regulations, including recommendations for any required updates.

Data Entry and Management

- **Action Item: Conduct Accurate Data Entry for New Hires**

  - **Deliverable:** Accurate entry of new hire information into the HR system, including personal details, job roles, and contract information.

- **Action Item: Update Employee Information Regularly**

  - **Deliverable:** Timely updates to employee records in the HR system, reflecting changes such as promotions, transfers, or terminations.

- **Action Item: Implement Data Validation Procedures**

  - **Deliverable:** Data validation reports and procedures ensuring accuracy and integrity of employee records, with error reports and resolution actions.

- **Action Item: Integrate Employee Data Across HR Systems**

  - **Deliverable:** Seamless integration of employee data across various HR systems, with documentation of integration processes and troubleshooting of any issues.

To avail of our professional services kindly contact hello@consultareinc.com or call 1-202-982-3002.