JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Human Resource Auditing and HR Controls Training Course

22 – 26 March 2027
Dar es Salaam

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Human Resource Auditing and HR Controls Training Course

Ref: 398_14151 **Date:** 22 – 26 March 2027 **Location:** Dar es Salaam **Fees:** 5300 GBP

Human Resource Auditing and HR Controls is a 1-week training course for HR managers, internal auditors and HR compliance officers, built around one work product: an HR Audit Checklist and Test Plan that follows employees from requisition to exit and tests the payroll and records controls behind each step. HR processes handle salaries, personal data and contract terms, so a weak control quickly becomes a financial or legal exposure. Jupiter Prime Training designed this auditor edition for that testing work.

Why Human Resource Auditing and HR Controls Matter Now

HR processes now run through self-service portals, cloud payroll and outsourced recruiters, which spreads control points across systems and providers. Labour regulators, employees and auditors expect accurate pay, fair hiring, protected personal records and timely final settlements. Organisations that audit HR well catch ghost employees, overpayments and missing approvals before they grow; those that do not face payroll leakage, disputes and reputational damage. The course tests HR controls against the COSO Internal Control Integrated Framework and uses the evidence and reporting expectations of the Global Internal Audit Standards from The Institute of Internal Auditors IIA, with examples from healthcare and retail employers.

Who Gains Most from Human Resource Auditing and HR Controls

- HR managers accountable for policies, approvals and employee records
- Internal auditors assigned to HR, payroll or people-related engagements
- HR compliance officers who check adherence to employment policy and contract terms
- Payroll supervisors responsible for master data changes and payment runs

An HR manager and internal auditor attending together from the same organisation gain most, because they can agree the HR control points to test before the next audit cycle.

Human Resource Auditing and HR Controls Capabilities

Each outcome links a stage of the employee lifecycle to a test an auditor can perform and an HR owner can fix.

- Assess HR process risks from requisition to exit — the HR audit scope
- Test recruitment, onboarding and contract files against policy — hiring managers
- Apply payroll control tests to master data changes and payment runs — the finance director
- Calculate HR metrics that flag control weaknesses — HR leadership
- Communicate HR audit findings with clear owners and actions — the audit committee

Key Human Resource Auditing and HR Controls Terms

- HR audit — an independent review of HR processes, records and controls to confirm accuracy, policy adherence and protection of employees and the organisation.
- Employee master data — core payroll and HR records such as grade, salary, bank details and allowances that drive every payment.
- Ghost employee — a fictitious or departed person kept on payroll so that salary is paid to someone not working.
- Segregation of duties in payroll — separating who changes master data, who calculates pay and who approves payment.
- Personnel file — the official record of an employee's contract, approvals, qualifications, performance reviews and disciplinary history.
- Final settlement — the last payment on exit, combining unpaid salary, leave balance, end-of-service amounts and recoveries.

Human Resource Auditing and HR Controls Day by Day

Day 1: HR Risk Landscape and Audit Scoping

- Employee Lifecycle Process Mapping — Requisition, Hire, Pay, Develop and Exit
- HR Risk and Control Matrix — Key Controls per Lifecycle Stage
- COSO Internal Control Integrated Framework for HR — Control Environment Signals
- HR Policy and Delegation Review — Approval Limits and Exceptions
- HR Audit Scope and Data Requests — Files, Reports and System Access

Day 2: Recruitment, Onboarding and Contracts

- Recruitment File Testing — Requisition Approval, Shortlisting and Selection Evidence
- Conflict of Interest Checks in Hiring — Relatives and Referral Bias
- Pre-Employment Verification — Qualifications, References and Background Checks
- Employment Contract Review — Terms Matching Approved Offers
- Onboarding Completeness — System Access, Induction and Policy Acknowledgements

Day 3: Payroll and Employee Master Data

- Master Data Change Testing — Salary, Grade and Bank Detail Amendments
- Payroll Run Reconciliation — Headcount, Gross Pay and Variance Analysis
- Ghost Employee Detection Analytics — Duplicate Accounts and Missing Attendance
- Allowances and Overtime Approval Testing — Eligibility and Calculation Accuracy
- Payroll Segregation of Duties Review — Maker, Checker and Approver Roles

Day 4: Performance, Training Records and Exits

- Performance Review Cycle Audit — Completion, Calibration and Pay Links
- Training Records Verification — Mandatory Courses and Licence Renewals
- Leave and Attendance Controls — Balances, Approvals and Absence Patterns
- Exit Process Testing — Access Removal, Asset Return and Final Settlement
- HR Metrics for Audit — Turnover, Time to Hire and Overtime Ratios

Day 5: Practising the HR Audit Checklist and Test Plan

- Recruitment Sample Review — Applying File Testing to Case Records
- Payroll Analytics Exercise — Applying Ghost Employee and Reconciliation Tests
- Exit File Walkthrough — Applying Final Settlement and Access Checks
- HR Audit Findings Report Drafting — Owners, Ratings and Agreed Actions
- HR Audit Checklist and Test Plan — Lifecycle Controls, Samples and Timing

Applying Human Resource Auditing and HR Controls After the Course

- Run ghost employee and duplicate bank account analytics on the latest payroll file and investigate every exception with HR.
- Test a sample of recent leavers for access removal, asset return and final settlement accuracy and report gaps to the HR manager.

Human Resource Auditing and HR Controls Questions FAQ

What is human resource auditing, and why does it matter now?

Human resource auditing is the independent testing of HR processes, payroll and employee records against policy and control expectations. It matters now because HR runs through more systems and providers, raising the risk of pay errors and data exposure.

Which roles gain most from human resource auditing and HR controls training?

HR managers, internal auditors, HR compliance officers and payroll supervisors gain most. They own or test the approvals, records and payments that make up HR controls.

How does human resource auditing training differ from a human resource management course?

A human resource management course teaches how to run HR activities. This auditor edition teaches how to test them: sampling files, analysing payroll data, checking approvals and reporting control weaknesses with clear actions.

What do you bring back from human resource auditing and HR controls training?

You bring back a lifecycle checklist and test plan, payroll analytics routines, file testing templates and a findings report format ready for your next HR or payroll engagement.

Human Resource Auditing and HR Controls: The Way Forward

The HR Audit Checklist and Test Plan first informs the scope and samples of the next HR or payroll audit. Internal auditors apply it, HR managers use it for self-checks and compliance officers track agreed actions. After the first audit, revisit which lifecycle stages produced most exceptions and shift testing effort toward them.