

Navigating the HR Compliance Maze



Corporate regulatory requirements relating to HR and workforce management are wide-ranging, detailed, complex and constantly developing. Use this compliance checklist to stay on track.



1. Store HR documents electronically for easy tagging, filing, searching and reporting

The ability to compliantly store and rapidly retrieve documents is essential for audits, updates and employee activity and when defending the organisation against litigation.

Paper files and multiple HR systems make this challenging or even impossible. Using a single, global document management solution to electronically file, tag, search and manage files in accordance with your company and legislative retention policies will increase HR productivity, save on storage costs and reduce compliance risk.



2. Protect sensitive information

Keeping sensitive HR information secure is key to compliance, but security should not be so strict as to make it impossible to share information with non-HR stakeholders, such as your internal legal team or a third party auditor.

Use an HR document management platform that offers easy to manage but powerful control of access rights. The solution should enable documents to be shared securely as original files or watermarked copies, in editable or read-only format, and when necessary, for limited time periods.



3. Take a global view, with local exceptions

Some HR and workforce compliance requirements are international, while others are national, regional or company specific.

Reduce the number of solutions used to manage compliance, to cut costs and simplify system management and user training. Ensure your People Operations solution has the necessary breadth and depth of functionality and flexibility to meet your global and regional compliance requirements.

Maximise efficiency by identifying the issues that can be managed on a global scale, using local configuration exceptions as required.



4. Stay ahead despite rapid, continuous change

Use tools that enable agile re-configuration of systems and process to comply with new rules and regulations, without having to resort to IT for support. A good People Operations platform will allow system administrators and managers to take ownership of rapid updates to forms, processes, and pay and scheduling rules and requirements.



5. Automate employee processes and paperwork

Enormous amounts of time and effort can be wasted generating, checking, distributing and chasing up paperwork from employees.

Streamline your HR processes by automatically generating documents en masse (such as letters, contracts and forms), sending them electronically to employees, capturing electronic signatures and enabling the attachment of additional files (such as licences, certificates and doctors' notes).

Web-based forms with field validation cut error rates, mitigate risks and reduce admin work.



6. Ensure working time compliance and pay accuracy

Every business must ensure their employees are paid correctly and on time, every time. This means accurately capturing time worked, breaks, and planned and unplanned absences.

Pay rules are complex and vary according to company, country, role, responsibility, time, tenure, union and worker counsel agreements, and much more. Financial and reputational penalties for non-compliance are high, so your People Operations solution must be able to accurately automate pay rules for everyone in every region in which your business operates.

7. Abide by regional minimum wage legislation

Minimum wage rules vary greatly by region, and are regularly revised.

Ensuring all employees – hourly and salaried – are paid appropriately and legally is essential. This can be challenging, though, especially for organisations operating across multiple geographies. Furthermore, when pay disputes arise, the employer will usually be responsible for providing evidence of compliance.

Accurate monitoring of employee working hours is therefore key to ensure pay remains above minimum wage and to provide auditable evidence in cases of dispute.



8. Keep up with changing workers' rights

Workers' rights change constantly, as a result of, for example, worker reclassification, minimum wage regulations, collective bargaining agreements, worker counsel agreements, working time regulations, pay equity, and ESG – the list of rules and regulations seems endless.

The key to meeting these evolving requirements is People Operations technology that delivers process flexibility and data accuracy, enabling compliance agility.

9. Protect individuals' information

Beyond the general need to protect sensitive information, individuals' personal information is specifically protected across the EU by the General Data Protection Regulation (GDPR) and in the UK by the UK GDPR.

Organisations must abide by these regulations with respect to employees', customers' and other individuals' personal information, or face significant penalties. Be sure your people systems meet GDPR standards and employee record retention rules.



10. Protect against stress and burnout

Health and safety at work is a fundamental right for every employee. Across the world employers are increasingly obliged to do more, ethically and legally, to protect both the physical and mental well-being of their workers.

Use technology to proactively manage and monitor well-being issues such as employee health and well-being attestation, safe and fair scheduling, sickness and absence monitoring, and the number of hours being worked. Data analytics and insights are key to managing employee safety and well-being.

11. Statutory reporting and audit

There are myriad statutory external reports that HR teams must deliver, alongside a wealth of internal workforce related reports used to monitor performance. Headcount, gender pay, diversity, recruitment, compensation, absence rates, productivity and coverage are just a few examples.

Using manual systems for workforce management, HR document storage and case management, makes it impossible to generate up-to-date reports accurately and quickly. Simplify your reporting needs by digitising your people operations.



12. Stay on top of your ESG obligations and opportunities

In the EU, larger organisations are required by the Non-Financial Reporting Directive to disclose Social and Environmental information in their annual reports. From 2023, this requirement will be expanded in both scope and reach with the Corporate Social Responsibility Directive.

Likewise, in the UK the Companies Act and other legislation requires ESG reporting from larger organisations. This regulatory framework is expected to expand in the coming years.

People Operations solutions offer the ability to support and enhance your ESG credentials. For example, tracking and reporting the hours spent on social projects by your employees can boost employee morale and your ESG rating.

Conclusion

The right People Operations solution is essential to reducing compliance risk and improving employee experience, HR productivity and cost control.

UKG People Operations delivers the automation, visibility and control needed to drive positive lasting change that benefits everyone.

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About UKG

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