

What is HR compliance?

HR compliance is a process of defining policies and procedures to ensure your employment and work practices demonstrate a thorough understanding of applicable laws and regulations, while also being aware of the company's larger human capital resources objectives.

Effective ways to keep up with compliance issues

Ensuring compliance in HR can be a tall order, but here are three-pointers to get you started:

1. Conduct an internal human resource audit of the strengths and weaknesses of existing compliance levels. If unsure where to begin, seek a subject matter expert's advice or research requirements on the enforcing government agency's website.
2. Ensure that anyone accountable for compliance in the organization is properly trained. Remember, supervisors and managers represent the business in day-to-day employment decisions.
3. Finally, install a monitoring mechanism to ensure that internal processes for compliance are up to date and consistently followed.

Once you gain a thorough understanding of your current practices and identify any gaps that may lead to compliance issues, you can begin to set priorities and draw up a plan to strengthen your processes.

<https://www.paychex.com/articles/human-resources/balance-hr-strategy-compliance>

Q 1. What is the difference between technophobe and a mismatched employee?

Technophobe	Mismatched employee
fear or dislike of advanced technology or complex devices and especially computers.	a worker in a job that does not correspond with his/ her level of education, experience, skills, or interests.
<p>Causes of Technophobia</p> <p>The fear of technology usually is not attributable to a single cause. Instead, a variety of different factors may play a role. Whenever there are major changes in how we do things, particularly if machines are involved, technophobia is more likely to occur.</p>	a Lack of training, education, and skills
<p>EX :- Technology is changing today at a lightening -fast pace. Getting employees over their technophobia is essential to remaining competitive in the modern marketplace. Using training, giving employees an opportunity to learn about the new technologies, supporting them in that use, and committing the entire office to the new technology may help employees jump the phobia hurdle and help your office move to the front of the technology-use pack.</p>	

2. Why is it very difficult to focus on behaviors (activities) or outcomes(results)?As an HR executive where would you put your money on?

Outcome-Based Goals

When most people set goals, they choose an outcome they'd like to reach. Outcome-based goals focus on the end-result, and are often number-oriented. These types of goals are very familiar to us, and they're easy to identify. Losing twenty pounds, exercise 4 times a week, making \$10,000 online are all outcome-based goals.

Behavior-Based Goals

Behavior-based goals are typically changes you make to how you act. For instance, handling stress better, being nicer to others, and spending less time procrastinating are all examples of behavior-based goals. They focus on how you personally feel and behave, rather than just looking purely at the outcome of your actions.

Q 3. What would be your in –hand salary per month if the annual CTC is around 17.5L in a metro city like Mumbai ?Give the detailed break-up with assumptions and computations.

This is as per financial year 2019 - 2020.

Annual Fixed: 1750000

Let us assume the basic pay is 500000

12% of basic pay is considered for Employee PF: 60000

The same 12% will be deducted for Employer PF contribution: 60000

If gratuity(Gratuity is a lump sum amount that employers pay their employees as a sign of gratitude for the services provided.) is inclusive of the annual fixed CTC, then 4.81% of basic: 24050

PF will be automatically considered for Section 80C investments, hence reducing the Employee contribution of 60,000 from 150000 of 80C max. Now, reducing the tax slab: 1750000 - 60000 = 1690000.

Professional tax per month: 200

Calculating Income Tax:

2.5 to 5 lacs (5% of 2.5 lacs) = 12500

5 to 10 lacs (20% of 5 lacs) = 100000

10 to 1690000 (30% of 690000) = 207000

Total IT = 319500

Health and Educational Cess (4% of IT) = 12780

Total deductions = 2400 (Professional Tax) + 319500 (IT) + 12780 (Cess) + 24050 (Gratuity) + 60000 (Employee PF) + 60000 (Employer PF) = 478730.

Balance = 1750000 - 478730 = 1271270

Per month take home = 1271270 / 12 = 105940 INR (Approximately)

This is just a rough calculation not considering any investments. If you have investments under HRA, sections like 80C, 80D, etc. the tax will be reduced.

Re-calculate based on your basic pay and gratuity (incl./excl.) to know the nearest take home per month.

Q 4. How to convert a mismatched employee into a productive employee?

Answer 1

- Create a culture of transparency and feedback
- Appreciate good work
- Understanding the short coming and effective training for the same
- Empower them with the best technology
- Give people freedom and autonomy

Answer 2

- Know Them
- Develop Them
- Communicate Clearly, Early, and Often
- Inspire Them
- Recognize Performance
- Request Feedback for Yourself and Demonstrate Humility
- Establish SMART Goals
- Listen Well
- Offer the Support They Need
- Acquire or Enhance Your Coaching Skills

Q5. Is knowledge about employment, trade union, and labor laws necessary for a good HR specialist? List out some HRM laws

Being a great HR manager is not just about the human aspect of the business, they are also expected to enforce the black letter of labour, industrial, social security and other employment laws. It helps HR managers with labour law qualifications get promoted faster and get paid more and their HR managers are the first level of defense against potential labour and employment law cases

1. Sexual Harassment (Prevention, Prohibition and Redressal) Act, 2013
2. The Factories Act, 1948
3. The Employees Provident Fund Act, 1947
4. The Apprentices Act, 1961
5. The Maternity Benefit Act, 1961
6. The Workmen's Compensation Act, 1923
7. The Payment of Gratuity Act, 1972
8. The Payment of Wages Act, 1936
9. The Payment of Wages Act, 1936
10. The Payment of Bonus Act, 1965
11. The Employees State Insurance Act, 1948:
12. Child Labour Regulations (CLR)

Q 6. Why is it necessary for a supervisor to conduct an appraisal conference?

<https://smallbusiness.chron.com/supervision-appraisal-training-50107.html>

Q 7."How do/would you cope up with stress at the work place?Give me your two strategies to beat up the stress or rather how do you destress yourself?

<https://www.verywellmind.com/how-to-deal-with-stress-at-work-3145273>

1.Start Your Day off Right

2. Be Clear on Requirements
3. Stay Away From Conflict
4. Stay Organized
5. Be Comfortable
6. Forget Multitasking
7. Walk at Lunch
8. Keep Perfectionism in Check
9. Listen to Music on the Drive Home

Q 8. Discuss the various pitfalls that may creep into the appraisal process that the supervisor needs to be cautious about.

<https://www.taylorvinters.com/article/founders-side-step-these-10-common-hr-pitfalls>

1. Inconsistent hiring
2. Incorrect employment structures
3. Unprotected company interests
4. Off the shelf employment policies
5. Limited awareness of employee rights
6. Poor management of workplace conflict
7. Failure to gather evidence
8. Limited procedural knowledge
9. Poor management of sickness and absence
10. Lack of employee engagement

Q 9. What are the ways to deal with surplus of manpower? Prepare a list of contingency plans.

<https://yourbusiness.azcentral.com/handle-labor-surplus-13844.html>

Q 10. How would you as a HR manager make sure that an employee whose performance appraisal hasn't gone too well stays motivated and not frustrated at other employee's

seemingly better performance appraisal without discontent percolating down to the other staff? Where do you see yourself five years down the line in this organization?

<https://www.professionalacademy.com/blogs/what-hr-managers-can-use-to-motivate-employees/>

Understand where the individual went wrong. All negativities and confusions would disappear if you make the individual understand where all he/she lacked and why his counterpart has got a decent appraisal while he/she has not? Yes, employees at this point of time are really not in a mood to listen to their superiors but you have to assure them that as a Boss, you are always there with them and would certainly help in future as well. Understand if at all the individual is facing any problem or not and most importantly try to provide a solution. Yes, after a bad appraisal, employees tend to become negative but as a Boss it is your responsibility to change their perception.

Let them speak and come out with their frustrations. Employees should also be careful with their words. Never cross your limits. Handhold such employees and provide necessary guidance whenever required. Send them a motivational email. Such small initiatives go a long way in telling employees so that they become a little more serious and come back with a bang. Make them understand that this is just a temporary phase and should not act as a demotivating factor for them. Encourage them to work in unison with their fellow workers, read a lot and most importantly believe in the organization and its process.

Follow Up

A performance appraisal meeting is not the end of the story; you need to properly follow it up with further meetings to know how the employee has taken the appraisal. No matter how comprehensive or objective your performance appraisal system might be, not everyone will be satisfied with the results.

Therefore, provide sufficient time for the employees to introspect so that they don't resort to any knee-jerk reactions. Depending on the team size and the availability of the personnel, quick feedback after the review should be done either in a short one-on-one meeting or a brief online survey.

This will provide managers with valuable insights on the different perceptions of the employees and also ensure that the appraisal remains a two-way communication process. Following up with the employees after the appraisal cycle is essential to maintain credibility and assess their morale.

Focusing on Unsatisfactory Employees

Once the follow-up and feedback acquisition are done, it is vital to pay more attention to those employees who have expressed dissatisfaction with their appraisal, especially if they are the key employees. Work individually with them to create a turnaround plan, which can help them improve in the future.

Listen to their grievances and help them understand the parameters on which the appraisal was based to address their concerns. Use specific evidence or instances to explain to them their weak areas. Then, provide them with career development options, training opportunities, and other necessary resources they require to succeed. This will showcase your genuine interest in helping them achieve their goals.

Create a Culture of Learning

Companies should strive to include professional development and training as an employment perk to attract and retain talent. This will encourage employees to stick on and feel motivated to advance and meet their performance goals.

Create counselling sessions with concerned employees to determine their pain points, gain subjective responses, and design specific professional development opportunities.

Show Appreciation

Poor increments can lead to employees feeling low. Therefore, to motivate them, try to extend genuine appreciation. Subsequently, it will pay off to give due attention to cues, offer incentives when performance is improved, and acknowledge their contribution.

Variable pay, timely bonuses, and sponsoring their career development moves are some of the viable rewards for the employees to ensure that their morale stays on track.

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