

Audit Report for Audit ID - AU00120-1

SBS-HR Functions


Audit Score

67/100

Details

Audit	AU00120
Scheduled Audit	AU00120-1
Location	Hyderabad
Hotel	GreenPark Hotel- GPH
Department	Human Resources
Checklist	SBS-HR Functions
Audit Type	External
Auditor	Bhyrav M
Start Date	02-05-2018
End Date	08-05-2018
Submitted Date	09-05-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	13
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPH SBS-HR FUNCTIONS				
SBS-HR FUNCTIONS		May 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	HR Functions	67	-	-
Audit Score		 67	-	-

	80-100 = Green	Good / Excellent
	61-79 = Yellow	Average
	60 below is Red	Poor / Fair

Non-Compliance

Section: HR Functions

Subsection: Others

1: Whether there any comparision made between Hotel employee turnover with industry trend? **NC**

Rating: 6

2: Whether all statutory payments being paid accurately? **NC**

Rating: 7

3: Whether there any lapses between implementation and SOP requirement? **NC**

Rating: 6

Section: HR Functions

Subsection: Policy Requirements

1: Whether there any leave policy being maintained by the GPH? **NC**

Rating: 7

2: Whether there any policy for medical allowances **NC**

Rating: 5

3: IS Whether there any lapses in following the medical allowance policy? **NC**

Rating: 5

4: Whether there any policy for distribution of service charges and Tips? **NC**

Rating: 7

Section: HR Functions

Subsection: Pay calculations

1: Whether all availed leaves and accumulated leaves are being accurately monitored? **NC**

Rating: 7

2: Whether attendance registers are being reconciled with attendance details used in Payroll calculations **NC**

Rating: 6

3: Whether all Statutory reports such as actual valuation report are being obtained ? **NC**

Rating: 6

4: Whether, salary being calculated in line with company norms? **NC**

Rating: 6

Section: HR Functions

Subsection: Contract Labour

1: Whether there any agreement for hiring Manpower? **NC**

Rating: 5

2: Is payment made to the vendor according to the rates mentioned in the contract?

NC

Rating: 6

Chronic

No chronic issues found

Audit Questionnaire

Section: HR Functions

Subsection: Others

- 1: Whether there any Employee master list being maintained by the HR Dept?
Rating: 9
- 2: Whether there any register being maintained for Employee turnover analysis?
Rating: 9
- 3: Whether there any comparision made between Hotel employee turnover with industry trend? **NC**
Rating: 6
- 4: Whether all statutory payments being paid accurately? **NC**
Rating: 7
- 5: Whether there any lapses between implementation and SOP requirement? **NC**
Rating: 6

Section: HR Functions

Subsection: Policy Requirements

- 1: Whether there any leave policy being maintained by the GPH? **NC**
Rating: 7
- 2: Whether there any policy for medical allowances **NC**
Rating: 5
- 3: IS Whether there any lapses in following the medical allowance policy? **NC**
Rating: 5
- 4: Whether there any policy for distribution of service charges and Tips? **NC**
Rating: 7

Section: HR Functions

Subsection: Pay calculations

- 1: Whether all availed leaves and accumulated leaves are being accurately monitored?
NC
Rating: 7
- 2: Whether all encashment of leaves are calculated as per the statutory requirements and there is no revenue leakage?
Rating: 8
- 3: Whether attendance registers are being reconciled with attendance details used in Payroll calculations **NC**
Rating: 6

4: Whether all Statutory reports such as actual valuation report are being obtained ?

NC

Rating: 6

5: In case of employees with non biometric attendance, whether requisite controls has been implemented?

Rating: 9

6: Whether, salary being calculated in line with company norms? **NC**

Rating: 6

Section: HR Functions

Subsection: Contract Labour

1: Whether there any agreement for hiring Manpower? **NC**

Rating: 5

2: Is payment made to the vendor according to the rates mentioned in the contract?

NC

Rating: 6