

HR Standardization Starter Kit

These checklists are designed to help you identify gaps, reduce manual work, and create consistent HR processes across every location. Whether you're scaling your team or streamlining existing operations, each section gives you practical steps to improve efficiency, compliance, and clarity.

Onboarding & New Hire Paperwork

GOAL: Consistent, fast, and compliant new hire processes across all locations

- ✓ Do all locations follow the same onboarding checklist?
- ✓ Are I-9s, W-4s, and direct deposit forms collected digitally?
- ✓ Is new hire data automatically flowing into your payroll/HRIS system?
- ✓ Do new hires receive a welcome message or first-day expectations?
- ✓ Do all locations follow the same onboarding checklist?

Tip: Even one unified onboarding link per location reduces confusion.

NOTES

POS System Integration & Data Flow

Goal: Reduce manual data entry and improve accuracy across payroll, compliance, & reporting

- ✓ Is your POS system consistent across all locations?
- ✓ Does your POS automatically sync labor and tip data to payroll?
- ✓ Can you pull labor vs. sales reports without manually exporting data?
- ✓ Are your break, overtime, and tip pooling rules reflected accurately in the POS setup?
- ✓ Is there a clear workflow for resolving POS → payroll discrepancies?

Tip: A well-integrated POS system eliminates hours of reconciliation, protects against compliance risks, and gives HR real-time visibility into labor spend.

NOTES

Tip Reporting & Payroll Sync

Goal: Accurate, timely, and stress-free payroll

- ✓ Are tips automatically reported from POS to payroll?
- ✓ Is your payroll process consistent across locations?
- ✓ Do you have a documented process for resolving tip disputes?
- ✓ Are tip declarations reviewed and approved by managers before payroll submission?
- ✓ Do you have a consistent method for handling cash vs. credit card tips across locations?

Tip: Integration between POS and payroll ensures compliance, saves hours, and reduces disputes by creating a clear, auditable trail.

NOTES

HR Document Storage & Security

Goal: Easy audit readiness and secure file access

- ✓ Are personnel files stored digitally in a central location?
- ✓ Do you have naming conventions or folder structures across units?
- ✓ Are only the right people able to access sensitive documents?
- ✓ Are document retention policies clearly defined and followed across all locations?
- ✓ Is there a backup or recovery plan in place for critical HR files?

Tip: Digital document checklists help reduce “we forgot to collect that” moments and ensure you’re always audit-ready.

NOTES

Internal Staff Communication

Goal: Clear, consistent communication across teams

- ✓ Do you use a single platform or method to announce HR updates?
- ✓ Are policies, handbooks, and schedules easy for staff to find?
- ✓ Is there a process for communicating HR changes at scale?
- ✓ Are new hires introduced to your communication platform during onboarding?
- ✓ Do managers receive regular updates and guidance on how to share HR messages with their teams?

Tip: Stop relying on text chains, centralize comms through a shared app or portal.

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