

SHOWCASE

CINEMAS

HR Compliance Audit

General compliance audit for all teams for Q1 of 2023

Complete

Score	90%	Flagged items	2	Actions	1
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Payroll & Labor Compliance Audit

General compliance audit for all teams for Q1 of 2023

Conducted on 07.06.2023 15:06 PST

Prepared by Mandlenkosi Jamison

Location Los Angeles, CA, USA
(34.0522342, -118.2436849)

Personnel

Nyree Vasu
Ojigkwanong Silas
Eufémia Giuseppe
Fatma Francesca

Date of last audit?

December 15, 2022

Last audit score?

90%

Flagged items & Actions

2 flagged, 1 action

Flagged items

2 flagged, 1 action

Audit

Are employee evaluations completed properly and promptly?

No

Employee evaluations should be done monthly, but some teams haven't been doing so.

Audit

Are termination evaluations completed properly and promptly?

No

Current procedures for employee termination evaluations have been delayed due to new management.

To Do | Priority High | Due 13.06.2023 15:21 PST | Created by SafetyCulture Staff

Regroup and discuss termination evaluation procedures

Other actions

0 actions

Audit

2 flagged, 1 action, 90%

Are incident logs properly and frequently used to document all employee issues and recognition?

Yes

Has the unit created individual personnel files?

Yes

Are employee evaluations completed properly and promptly?

No

Employee evaluations should be done monthly, but some teams haven't been doing so.

Are termination evaluations completed properly and promptly?

No

Current procedures for employee termination evaluations have been delayed due to new management.

To Do | Priority High | Due 13.06.2023 15:21 PST | Created by SafetyCulture Staff

Regroup and discuss termination evaluation procedures

Do minor employees have current working papers and are they clearly identifiable in the personnel drawer?

Yes

Are minor employees denoted as such in the Kronos Workforce application? Likewise, is the notation removed promptly when employee has reached the age of 18?

Yes

Are the I-9 forms properly and completely filled out?

Yes

Does the unit properly verify employment eligibility using the online SSA verification system?

Yes

Has the unit posted the proper and current Federal & State Labor Law posters?

Yes

Has the unit posted the proper and current Sexual Harassment Policy?

Yes

Is the unit in compliance with the RDC Policy?

Yes

Is the unit in compliance with the Anti-harassment Policy? (MA only)

Yes

Is the unit in compliance with the Domestic Violence Policy? (MA only)

Yes

Is the unit in compliance with Meal Break Waiver requirements? (Legacy & Patriot Bar/Servers & CH ALL)

Yes

Is the unit in compliance with Tippable Employee Requirements? (CH Only)

Yes

Is the unit in compliance with the Child Safe Zone Policy? (RI only)	Yes
Is the unit in compliance with Biometric Policy?	Yes
Enter number of employees/minors.	
213	
Review two weeks of payroll. Note weekending dates here.	
Payroll accounts have all been proceeding smoothly as usual.	
Number of meal break violations week 1. Strive for zero.	0
Number of meal break violations week 2. Strive for zero.	0
All explained?	Yes
Number of minor violations (curfew, hours, days) week 1. Zero allowed.	0
Number of minor violations (curfew, hours, days) week 2. Zero allowed.	0
All explained?	Yes
Enter total number of punches versus manual punches. Percentage should be less than 2%.	
N/A	
Are all manual punches recorded properly using punch edit form and is unit under prescribed percentage?	Yes