

Zara Khan
Finance Analyst
Employer HR file

Date: 14 July 2026
Our Reference: ERA/CC8B345E
Document Type: Report

Employee Record Audit

1. EXECUTIVE SUMMARY

This report presents the findings and recommendations from the recent audit of employee records for Zara Khan, a Finance Analyst at HRHeaven QA Sample Employer. The audit identified that while key employment documents such as the contract and payroll confirmation were present, certain records require updating or completion, specifically identity document copies, signed training acknowledgements, and the latest performance appraisal notes. Clear ownership has been assigned to ensure these gaps are addressed promptly, thereby maintaining compliance and supporting effective workforce management.

2. CASE SUMMARY

An employee record audit was conducted for Zara Khan to verify the completeness and accuracy of her HR records by reviewing multiple document categories. The audit aimed to identify any missing or incomplete records that require correction to ensure compliance with company standards and legal requirements.

The review was completed on 6 March 2026, with all relevant personnel involved to confirm findings and allocate responsibility for rectifying identified issues.

REPORT DETAILS

Employee
Zara Khan

Role
Finance Analyst

Case type
Audit Employee Records

Reference
HRA-CC8B345E

KEY DATES

Completed
14 July 2026

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Employee Record Audit

3. BACKGROUND

Regular audits of employee personnel files form part of HRHeaven QA Sample Employer's commitment to compliance, data accuracy, and good employment practice.

Zara Khan, employed as a Finance Analyst, was selected for review to confirm that her employment file contained all essential documentation including identity verification, contractual agreements, training records, performance appraisals, and absence records.

The audit is aligned to internal policies and supports effective HR governance within the organisation.

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4. INFORMATION CONSIDERED

The audit examined the following record areas: identity and starter records, employment documentation, training records, performance records, and absence records.

Evidence reviewed included:

- The employment contract and payroll confirmation, both of which were present and current.
- Absence records and performance records were found, but the latest appraisal notes were missing.
- Identity documents lacked a dated copy held on file.
- Signed training acknowledgements were not found in the central training records.

While no further evidence was submitted with the audit, HR is advised to cross-check the source documents before actioning.

This assessment draws solely on the structured facts provided during the audit to maintain objectivity and compliance.

5. DECISION

It has been determined that Zara Khan's employee record is incomplete in key areas, specifically regarding identity documentation, training acknowledgements, and latest performance appraisals.

To ensure compliance and completeness, corrective actions must be undertaken promptly under clear ownership.

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6. REASONS

Ensuring accurate and complete employee records is essential for compliance with employment law, operational transparency, and to support effective employee development and payroll administration.

Missing identity documentation may impact right-to-work compliance verification.

Absence of signed training acknowledgements could affect both health and safety compliance and competency records.

Incomplete performance appraisals may impede fair employee evaluation and progression.

Addressing these gaps contributes to robust record-keeping processes aligned with good HR practice.

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7. FOLLOW-UP ACTIONS

The HR lead within the Executive Office will coordinate the correction work required to complete Zara Khan's records.

Collaboration with Payroll and Facilities Manager Tom Bennett is necessary for payroll and identity document verification.

Zara Khan has been requested to provide the missing dated identity document copy.

Efforts should be made to locate or obtain signed training acknowledgements for all relevant training completed by Zara.

The latest appraisal notes should be secured and filed within the performance records.

Follow-up to confirm completion of these actions should be scheduled without further delay, with a review date set to ensure compliance.

A record audit follow-up reminder is overdue as of 20 March 2026, which must be addressed promptly.

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8. AUDIT INFORMATION

Audit Reference: HRA-CC8B345E

Date of Completion: 6 March 2026

Employee: Zara Khan, Finance Analyst

Employer: HRHeaven QA Sample Employer

Report prepared by: HRHeaven professional HR consultant team

Next review scheduled: As determined following follow-up actions

Note: This report uses only the structured facts supplied. It does not include legal advice or judgement and all final responsibility for action and accuracy remains with the employer.