HRHEAVEN QA SAMPLE EMPLOYER

Zara Khan
Finance Analyst
Employer HR file

Date:	14 July 2026
Our Reference:	RCC/CC8B345E
Document Type:	Checklist

Record Correction Checklist

1. EXECUTIVE SUMMARY

This checklist outlines the required corrective actions following the audit of employee records for Finance Analyst Zara Khan, completed on 06 March 2026.

The audit reviewed multiple record areas including identity and starter records, employment documents, training acknowledgements, performance and absence records.

Key findings identify gaps particularly around dated identity document copies, centrally filed signed training acknowledgements, and incomplete latest appraisal notes within performance records.

Responsibility for rectification is allocated to the HR lead coordinating with Payroll, Facilities Manager Tom Bennett, and Zara Khan for provision of missing documentation.

Timely completion of these actions is important for compliance and maintaining accurate employee records.

This checklist should support final verification, follow-up assignment, and documentation of outcomes.

CHECKLIST DETAILS

Employee
Zara Khan

Role
Finance Analyst

Case type
Audit Employee Records

Reference
HRA-CC8B345E

KEY DATES

Completed
14 July 2026

Continued

Record Correction Checklist

2. RECORD CORRECTION TASKS

Task: Verify and obtain dated copy of Zara Khan's identity document

Owner: Zara Khan / HR lead

Priority: High

Due date: 20 March 2026

Evidence required: Verified dated identity document copy submitted and filed centrally

Status: Pending

Completion notes: To be confirmed upon receipt and filing.

Follow-up Action Plan

Action	Owner	Due Date	Evidence Required	Status
Review the employee record audit and confirm it reflects the agreed facts.	HR	To be confirmed	Completion note or supporting evidence	Open
Record Audit Follow-up is due on 20 March 2026.	HR	To be confirmed	Completion note or supporting evidence	Open
Assigning clear ownership for any record correction identified by the audit.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the Audit Employee Records record for missing facts, evidence, follow-up ownership or review safeguards before completion.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	HR	To be confirmed	Completion note or supporting evidence	Open
File the final documents in the employee's personnel record.	HR	To be confirmed	Completion note or supporting evidence	Open

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Record Correction Checklist

3. RECORD CORRECTION TASKS

Task: Locate or collect centrally filed signed training acknowledgements for Zara Khan

Owner: HR lead / Facilities Manager Tom Bennett

Priority: High

Due date: 20 March 2026

Evidence required: Copies or originals of training acknowledgements appropriately stored in central file

Status: Pending

Completion notes: Employer to review training records and confirm completeness prior to closing item.

4. RECORD CORRECTION TASKS

Task: Update performance records to include latest appraisal notes for Zara Khan

Owner: HR lead

Priority: Medium

Due date: 20 March 2026

Evidence required: Completed appraisal notes filed in performance records

Status: Pending

Completion notes: Confirm appraisals are documented and signed off in the file.

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Record Correction Checklist

5. RECORD CORRECTION TASKS

Task: Confirm completeness of absence records for Zara Khan

Owner: HR lead

Priority: Low

Due date: 20 March 2026

Evidence required: Absence records reviewed and updated if necessary

Status: Completed

Completion notes: Absence records present; no gaps identified currently.

6. RECORD CORRECTION TASKS

Task: Coordinate communication and document submission among HR lead, Payroll, Facilities Manager, and Zara Khan

Owner: HR lead

Priority: High

Due date: 20 March 2026

Evidence required: Records of correspondence and confirmations

Status: Ongoing

Completion notes: HR lead to ensure consistent progress and escalations as required.

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Record Correction Checklist

7. AMENDMENT LOG

Document prepared on 14 July 2026

Audit completed on 06 March 2026

Next follow-up scheduled 20 March 2026 (currently overdue)

Checklist based on structured facts supplied by employer

Employer advised to verify evidence and factual accuracy before final filing and employee communication.