

Essential HR Recordkeeping from Hiring to Firing

WEBINAR OR ON-DEMAND WEB LINK
(LINK INCLUDES FREE CD ROM)

Thursday, May 31, 2012

12 - 1:30 pm PT
1 - 2:30 pm MT
2 - 3:30 pm CT
3 - 4:30 pm ET

HR recordkeeping is a very important topic for any size company. The mantra of HR is “document, document, document!” Documentation is vital. Without appropriate records, you are less likely to “pass” government agency audits (DOL, OFCCP, IRS, etc.) and less likely to prevail in lawsuits.

Do you want to ensure you are meeting federal and state requirements? If so, join us for this must-attend webinar that will focus on recordkeeping and documentation requirements and best practices. You will have a chance to “test” your knowledge, practice completing required forms, and learn the ins and outs of recordkeeping during the course of each staff member’s employment.

Continuing Education: Attendance verification for CE credits provided upon request.



HIGHLIGHTS

- Basic recordkeeping requirements for each HR function: recruitment and selection; hiring and on-boarding; compensation and benefits administration; and disciplinary and termination processes
- Policies employees must follow, the consequences of not following them, and the documentation required to substantiate your actions
- Record retention requirements and the rules of personnel file maintenance
- Laws that require employers to “notify” employees of their rights and responsibilities
- Best practices when developing recordkeeping procedures and practices

WHO SHOULD ATTEND?

This information is designed for staff responsible for human resource recordkeeping and maintenance. Supervisors will also benefit from learning the ins and outs of required recordkeeping and documentation, especially if some employment functions are decentralized.

MEET THE PRESENTER

Kay Robinson,
Robinson HR Consulting, LLC



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Community Bankers Association of Oklahoma REGISTRATION FORM

| Date of Seminar | Name of Seminar | Live Webinar \$230 | On-Demand Link & Free CD Rom \$230 | Both Live Webinar & On-Demand Link (includes free CR Rom) \$350 | TOTAL |
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***CD Rom for pc use only**

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Hook up instructions and seminar materials will be emailed approximately
7 days prior to the seminar.

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Mail registration form and check made payable to:

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Fax registration form, including credit card number to (406) 442-2357.

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***NOTE:** It is best to have all payments and registrations to us 10 days prior to the seminar to ensure timely receipt of hook up instructions and handout materials. We will do our best to accommodate late registrations.

FOR QUESTIONS EMAIL: CBAO@financialedinc.com

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