Amplēo HR

Having HR doesn't mean you've been audited.

In four weeks, know exactly where your company stands on compliance, documentation, and people practices: what's working, what's exposed, and what to fix first.



Everyone assumes someone checked.

The CEO assumes the HR hire has it. The HR hire assumes the PEO has it. Your PEO processes payroll: it does not audit your compliance, and it was never asked to.

So obligations attach quietly. A new state. A fortieth employee. A law that changed in July. Payroll runs, people get hired, and the paperwork that should have followed never quite does.

Then something surfaces — a resignation in California, a diligence request, a former employee with a lawyer and you find out what's missing at the worst possible moment.

The HR Audit finds it first. And it isn't a verdict on your HR person, it's the backup they've been asking for.

Five areas. Every finding evidenced, rated, and tied to a specific fix.

Compliance

I-9 and E-Verify, state and federal postings, mandated training, employee classification, pay transparency, EEO reporting

HR infrastructure

HRIS, payroll, and benefits configuration — multi-state setup, system integrations, admin access, where data falls through

Policy & documentation

Handbook, offer letters, severance and separation agreements, PIIA/CIIA, PTO policy, termination procedures

People practices

Onboarding, performance management, employee relations, compensation structure, commission and incentive plans

Risk identification

Every exposure ranked by severity and remediation cost — so you know what to do Monday, not someday

What you get



A written findings report. Every finding rated Critical, High, Medium, or Flagged – with the evidence behind it and a specific recommendation.



An assessment tracker. A living record your team works from after we leave.



A prioritized 30/60/90 - day roadmap. Sequenced by legal urgency against effort to fix, with an owner named for every item.



Document templates. The offer letter, the separation agreement, the PIIA – the documents the audit says you're missing.



An executive readout. A leadership-ready presentation of what we found and what it means.

How it works

01

Talk to an HR expert. A 30-minute call with a senior HR consultant — not a sales rep — to scope what's actually in question.

02

We run the audit. Four weeks. Document review, discovery interviews with your team, and analysis of your real payroll, termination, and posting data. Not a questionnaire.

03

You get the roadmap, and the backup to run it. Findings, priorities, templates, and a prioritized plan with owners named. Execute it yourself, or bring in an embedded Amplēo HR consultant who works alongside your team — not instead of them.

The proof

Two recent audits, both at technology companies, both run against real client data:

86 employees, 5 states. 25 active employees with no I-9 on file. Every 2026 pay period paid outside the state's legal window. $1.5M in commission payments with no written plan documents. $6,616 in waiting-time penalties owed on a single separation.

~170 employee records, ~22 states. 94% of I-9 cases with Section 2 never attested. A live job posting in violation of a pay transparency law. Zero written job descriptions company-wide. 16 findings: 5 of them Critical.

Neither company was careless. Both had people handling HR. Both were growing faster than their HR function.

> **"The biggest ROI is time and peace of mind back to me as a leader. Amplēo HR anticipates and helps close issues before they escalate."**
>
> **— Saad Hirani, Ampleo HR Client**

Find your gap in three minutes >

Or talk to an HR expert: ampleo.com/hr

This document is general information, not legal advice. Ampleo HR is not a law firm.