



HR Recordkeeping and Documentation

(Hybrid: Live Online or In-Person)

October 4, 2023
9:00am—10:30am

PRESENTER:

Seta Tchobanian
The Employers' Association



This program has been submitted to the HR Certification Institute (HRCI) for review. The Employers' Association is a recognized provider of recertification credits. The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.



The Employers' Association is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP® or SHRM-SCP® recertification activities.



Your HR department is the gateway to an enormous amount of highly sensitive information.

The manner in which you store, retrieve and protect that information can directly impact your ability to efficiently locate data, make sound decisions, and avoid costly mistakes that could land you and your organization in legal trouble.

Register your team today for this critical seminar which will cover the following:

- Which records should you keep – *and for how long?*
- What should be included in a personnel file – *and what shouldn't?*
- Who should have access to your records?
- What are the compliance considerations for remote sites?
- How secure are your electronic records?
- Federal requirements for HR information
- Parking lot storage - *what's in your dumpster?*
- Disaster preparedness—*how to develop your plan*

Register your team today!

Pricing

- List price **\$159**
- EA Member **\$119**
- Early Bird EA Member (register before September 20).... **\$99**

Register online at www.TheEA.org
Or call the EA at 419-893-3000

Company: _____

Contact: _____ Phone: _____

Email _____

Address: _____ City _____ ST __ ZIP _____

Registrant 1 _____

Registrant 2 _____

Registrant 3 _____

Registrant 4 _____

Registrant 5 _____

*You may send a substitute at any time; however, no-shows or cancellations within 5 full business days of the program will be responsible for the full registration fee. The Employers' Association reserves the right to reschedule or cancel seminars if minimum requirements are not met.