

Annual HR & Payroll Goals Tracker

Use this table to plan out your HR and payroll goals for the upcoming year. Fill in each column with the relevant information, and update the status as tasks progress.

Step	Action Item	Assigned To	Deadline	Status	Notes
1. Review Current Systems	<ul style="list-style-type: none">Assess existing HR & payroll softwareAudit workflows for redundanciesRevisit vendor contracts & renewal terms				
2. Evaluate Compliance & Regulatory Readiness	<ul style="list-style-type: none">Stay updated on new labor/tax lawsCheck recordkeeping practicesPlan routine compliance audits				
3. Analyze Workforce Data & Metrics	<ul style="list-style-type: none">Track turnover rates & labor costsReview employee satisfaction surveysSet improvement targets				
4. Set Clear Objectives & Milestones	<ul style="list-style-type: none">Prioritize goals (use SMART approach)Define success metricsRank objectives by urgency & impact				
5. Plan for Technology & Process Improvements	<ul style="list-style-type: none">Identify automation opportunitiesEnsure system integration (HRIS, payroll)Schedule training sessions for staff				
6. Align Compensation & Benefits Strategies	<ul style="list-style-type: none">Conduct market research on wages/benefitsPlan compensation adjustmentsCommunicate changes to employees				
7. Create a Quarterly Review Schedule	<ul style="list-style-type: none">Break goals into smaller checkpointsDelegate responsibilitiesTrack progress & revise as needed				
8. Prepare for the Unexpected	<ul style="list-style-type: none">Develop contingency plans (staffing, vendor changes)Document key HR & payroll proceduresAdjust timelines if disruptions occur				