MADOREE PIPKINS / HR CONSULTING

Your HR priorities. A plan to act.

HR HEALTH CHECK / FICTIONAL ILLUSTRATIVE SAMPLE

Why this founder asked for help

A 9-person remote business is preparing to hire. The founder handles HR alongside running the business and wants to know what needs attention before another employee joins.

What I reviewed

The founder's questionnaire and a 45-minute conversation, plus an offer template (2 pages), onboarding/offboarding guide (6 pages), and time-off excerpt (4 pages).

Reading the evidence: "Observed" means seen in the supplied documents. "Reported" means described by the founder, without independent confirmation. Accounts, payroll settings, state registrations, and signed offers were not checked. All details in this sample are fictional.

The recommendation
Check former-employee access today, confirm the employee's move reached payroll this week, and resolve vacation terms before the next offer. Start with existing system owners and providers; a broader HR project can wait until these gaps are resolved.

Useful foundation: Offer and onboarding materials exist, and a payroll provider is in place. Their existence does not establish accuracy or completeness.

01 / TODAY

Close the access question

Why this matters: Potential access to customer information warrants a prompt check, even though active access is unconfirmed.

What supports this: Observed: the exit checklist omits shared tools. Reported: a former employee may still have customer-workspace access.

Next move: Ask the system owner to verify the account, remove any remaining access, and check other shared tools for the same person. Record who checked each tool and when.

Suggested owner: Founder coordinates; system owner checks and removes access.
Done when: The system owner records access status for each tool and confirms any removal. Add shared tools and a responsible person to the exit checklist.

Effort to start: One access-verification request. Completion depends on system access and the number of tools; no account removal is performed in this review.

02 / THIS WEEK

Confirm payroll reflects the employee's move

Why this matters: The move was reportedly six weeks ago; confirm the setup before relying on current payroll records.

What supports this: Reported: the employee moved to another state and told their manager. The founder believes payroll still uses the old location.

Next move: Confirm location and move date with the employee. Send the request below to payroll; track open items and route unresolved requirements for focused HR or legal review.

Suggested owner: Founder coordinates with the employee and payroll provider.
Done when: Payroll confirms the location and effective date recorded, plus updates made, open requirements, responsible parties, and next dates. Unresolved items remain open.

03 / BEFORE THE NEXT OFFER

Settle the vacation promise

Why this matters: Stop repeating a known document conflict while existing commitments are reviewed.

What supports this: Observed: offer template, page 2, says 15 days; onboarding guide, page 4, says 10. Reported: two hires received the offer template; signed offers were not reviewed.

Next move: Pause the conflicting template. Collect the versions employees received, confirm intended benefits, and review commitments and location requirements before changing terms.

Suggested owner: Founder decides intended benefit; HR or legal reviews commitments; payroll provider confirms settings.
Done when: Existing commitments have been reviewed, affected employees receive clear communication, and approved offer, guide, and payroll terms agree.

Included starter tool / payroll request

"An employee's work location changed to [city/state] on [date]. Please confirm the location and effective date in payroll, updates made, any remaining setup or registration requirements, and who is responsible for each open item and its next date. Please flag anything outside your service."

How to use this plan: Track each priority as Not started / In progress / Confirmed complete. Keep the confirmation beside the item. Use the included 15-minute walkthrough to clarify sequence, responsibilities, and when specialist help is needed.

The $250 package: Questionnaire, 45-minute review conversation, optional review of up to 20 document pages, this 1–2-page action plan, one tailored checklist or message, and a 15-minute findings walkthrough. Written findings within 5 business days after the conversation and receipt of agreed materials. No ongoing subscription required.

Scope: Initial review of hiring/onboarding, HR compliance basics, and everyday employee support. Not a comprehensive audit, legal opinion, or compliance certification. Timing reflects practical priority, not legal deadlines. Drafting, implementation, and detailed state-specific validation are separate.