

PAYROLL DISASTER RECOVERY PLAN TEMPLATE



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VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

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1. STATEMENT OF INTENT FOR PAYROLL DEPARTMENT

The direction for the disaster recovery plan.

2. POLICY STATEMENT

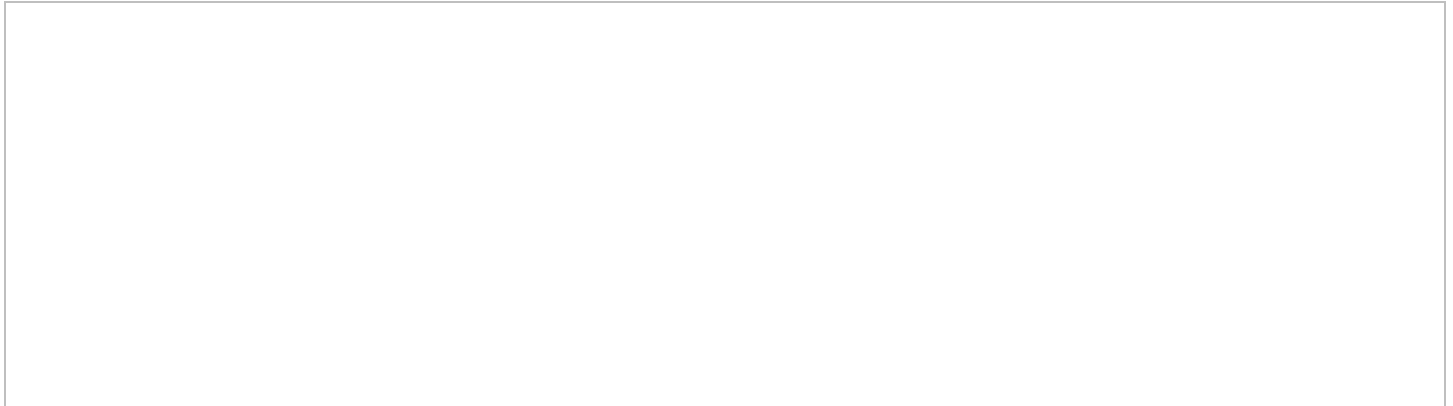
The approved policy statement regarding how to handle disasters in the payroll / HR department.

3. OBJECTIVES

The main goals of the disaster recovery plan.

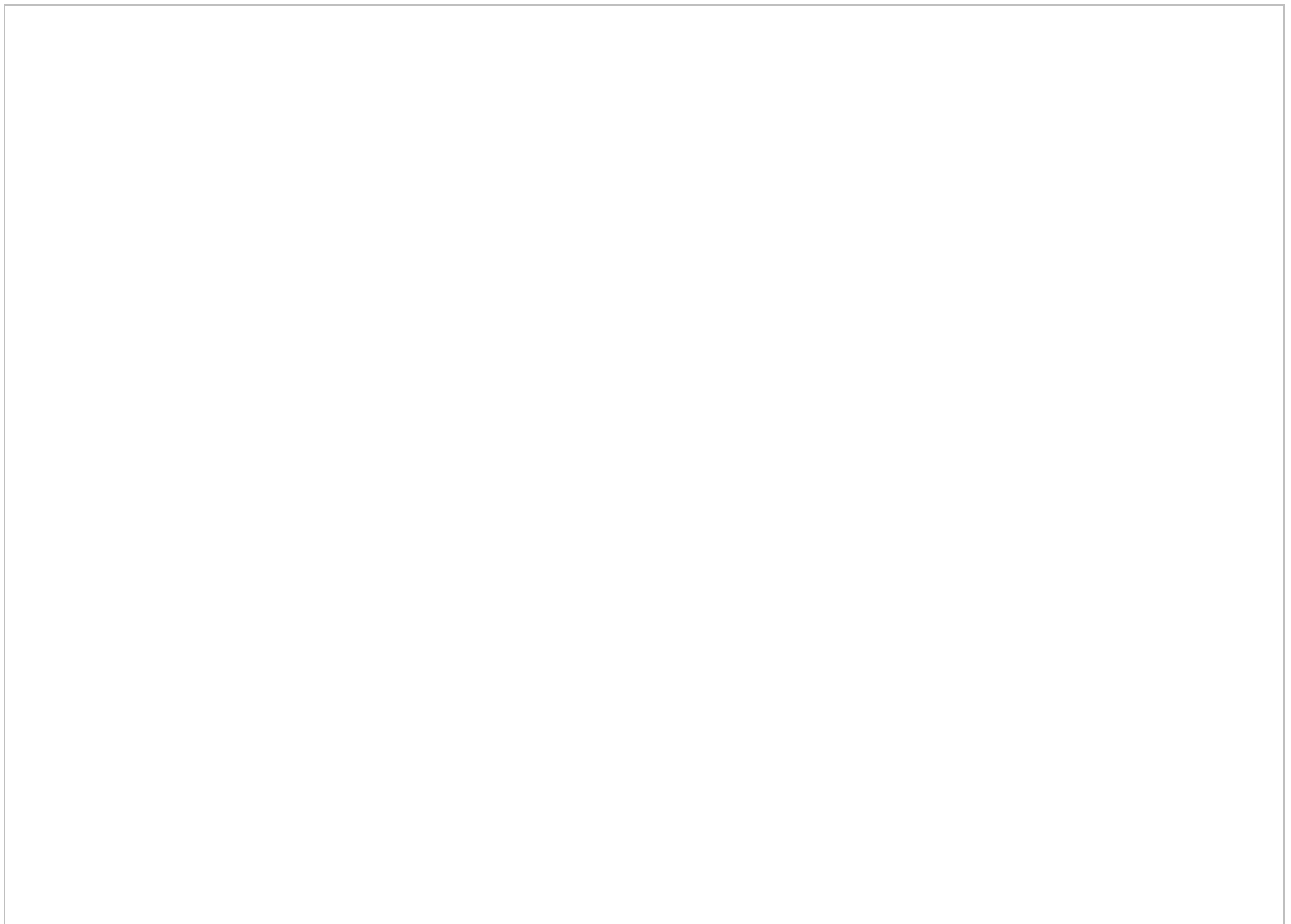
5. PLAN OVERVIEW

The fundamental components of the plan, including disaster recovery strategies and procedures, data restoration times, RPOs and RTOs, data and system backups, and risk management assessments.



6. EMERGENCY RESPONSE AND EMERGENCY RESPONSE TEAM

The steps needed to be done immediately following an incident or emergency.



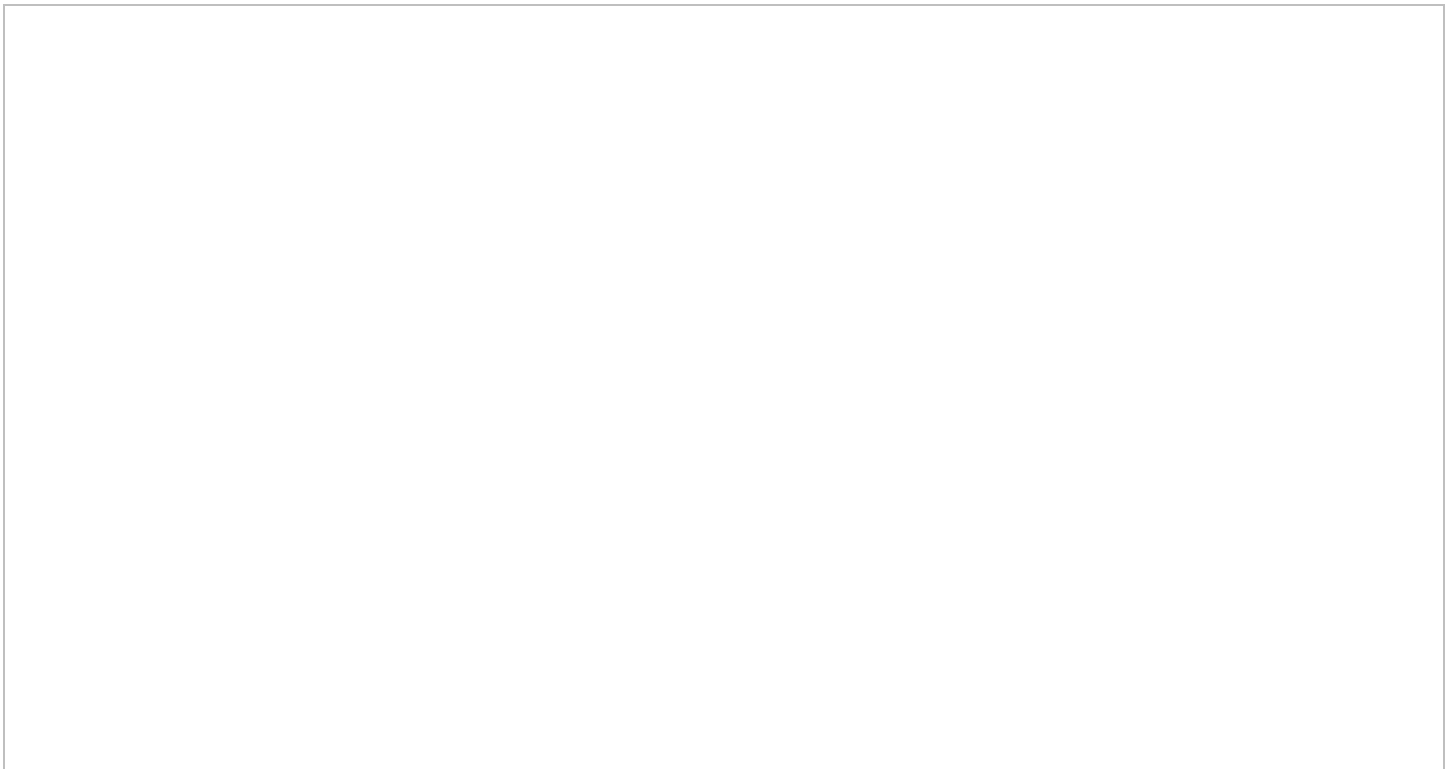
8. EMERGENCY ALERT, ESCALATION, AND ACTIVATION

The steps taken during an emergency, and the steps in alerting all resources and the public of an emergency.

A large, empty rectangular box with a thin black border, intended for the user to provide details regarding emergency alert, escalation, and activation procedures.


9. INSURANCE INFORMATION

The insurance coverage of the department and other relevant policy information.

A large, empty rectangular box with a thin black border, intended for the user to provide details regarding insurance coverage and other relevant policy information.

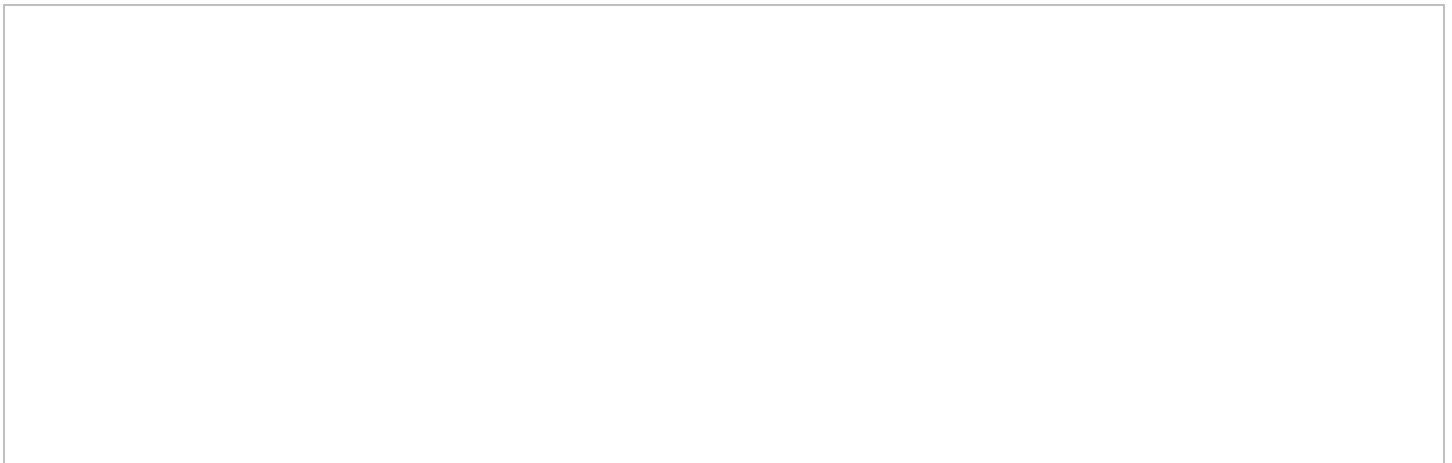
10. FINANCIAL AND LEGAL INFORMATION

The steps to take to deal with both financial and legal impacts of a disaster.



11. DATA RECOVERY

The steps in recovering any data lost during the disaster.



12. RECOVERY PLAN PRACTICE AND EXERCISING

The plan to carry out to practice and prepare for an emergency in the payroll department.



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