**PAYROLL DISASTER RECOVERY PLAN**

**TEMPLATE**

PAYROLL DISASTER RECOVERY PLAN

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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| VERSION HISTORY |
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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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# STATEMENT OF INTENT FOR PAYROLL DEPARTMENT

This articulates the direction of the disaster recovery plan.

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# POLICY STATEMENT

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

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# Objectives

These are the main goals of the disaster recovery plan.

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# Contact Information

This is the key contact information of all involved parties, specifically key personnel in the payroll department, external assets or networks, third-party resources, and key stakeholders.

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| **NAME & TITLE** | **ROLE** | **PHONE** | **EMAIL** | **MAILING** |
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# PLAN Overview

These are 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.

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# Emergency Response and Emergency Response Team

These are the steps needed to be taken immediately following an incident or emergency.

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# Disaster Recovery Team

These are the members of the team, contact information, and the list of responsibilities for individual team members.

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| **NAME & TITLE** | **PHONE** | **EMAIL** | **RESPONSIBILITIES** |
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# Emergency Alert, Escalation, and Activation

These are the steps to be taken during an emergency, including alerting all resources and the public of an emergency.

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# Insurance Information

This is the insurance coverage of the department and other relevant policy information.

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# Financial and Legal Information

These are the steps to be taken in order to deal with both the financial and legal impacts of a disaster.

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# DATA RECOVERY

These are the steps to recover any data lost during the disaster.

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# Recovery Plan Practice and Exercising

This is the plan to be carried out in order to practice and prepare for an emergency in the payroll department.

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