

Compliance Checklist

If you can tick all the questions in the checklist below, you can be confident that you are meeting legal obligations in regard to the aforementioned record keeping.

- Registration number with the HMRC.
- A list of all employees, including full names, addresses, NIN
- Dates of commencement and, if relevant, dates of termination of employment.
- Written terms of employment for each employee.
- Employees' job classification.
- A record of annual leave and public holidays that are taken by each employee.
- Hours of work for each employee (including start and finish times).
- Payroll details including gross to net, rate-per-hour, overtime, deductions, commission, bonuses and service charges, etc.
- Evidence of providing employees with timeslips.
- A register of any employees under 18 years of age.
- Details of any board and lodgings provided.
- Employment permits or evidence that permit is not required as appropriate for non-EEA nationals.
- The completed template sent with the appointment letter or the same information available in a similar format.