BIZIMPLY

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 Bizimply's Labour Law Compliance record keeping.

Registration number with the Revenue Commissioners A list of all employees, including full names, addresses, and PPS numbers.

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.

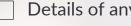
Hours of work for each employee (including start and finish times).

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 is sent with the appointment letter or the same information available in a similar format.

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