

# Record keeping compliance checklist

Sharp  
Tudhope

LAWYERS

## **Compulsory Policies (required by law):**

- Copy of employment agreement provided to employee, signed by the employee.
- Employee's name and postal address.
- The kind of work on which employee usually employed.
- Where necessary for calculating pay (i.e. waged employees), the hours and days worked by the employee in each pay period.
- The wages to be paid in each pay period and the method of calculation.
- The dates the employee last became entitled to annual holidays and sick leave and their current entitlement to annual holidays and sick leave.
- The dates of leave taken, including annual holidays, sick leave and bereavement, and payment received for each.
- Any annual leave cashed up as well as the date and amount paid for each entitlement year.
- The dates and number of hours worked on public holidays and the payment for these; the date (or 24-hour period) the public holiday or any part of it has been transferred to, and the date the employee became entitled to any alternative holiday (day-in-lieu).
- The dates of, and payments for, any public holidays or alternative holidays they didn't work but were entitled to holiday pay.
- The cash value of any alternative holidays they gave up for payment.
- The cash value for any board and lodgings provided.

- The date when employment ended, and the amount of holiday pay they received at the end of employment.
- A copy of their tax code declaration (IR330).
- Details of any employment relations education leave taken.

## **Desirable records (best practice to keep):**

- Application form.
- References supplied with application.
- Emergency contact / next of kin details.
- Training records (including any health and safety training).
- Performance management reviews.
- Any live warnings issued .
- Requests for flexible working arrangements, reasons for refusal, if refused.
- Any loans made to employee, and arrangements for repayments.
- Authorisation for deductions if any is given.
- Records of all wage deductions, such as PAYE, student loan deductions and superannuation contributions, and any agreements for wage deductions.
- Requests to transfer public holidays (and whether or not these were agreed to).
- Requests to cash-up annual holidays (and whether or not these were agreed to).
- Dates that any extra provisions in employees' employment agreements take effect.
- Evidence of rest and meal breaks provided (or compensation for these).
- Employees' bank account details if this payment method has been agreed to.
- Details of employees' work permits, if applicable.