



Everyday Payroll & HR Support

Practical payroll administration and employee paperwork support
The Organised Employer™ Resource

The Organised Employer™

Employee Admin Checklist

A practical self-check for small Irish employers

Use this checklist to review whether key employee paperwork and payroll admin records are in place. You do not need to send confidential employee details. Use it as a simple prompt to see what feels organised and what may need attention.

Tick Yes, No or Not sure. If you tick No or Not sure, it simply highlights an area worth tidying up.

1. New starter and employee details

Check point	Yes	No	Not sure
New starter form completed with contact details, PPS number, bank details and emergency contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll setup details confirmed before the first pay run.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-to-work or employment permission check recorded where relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Written employment details and issue record

Check point	Yes	No	Not sure
Core employment details captured: role, start date, place of work, pay, hours and working pattern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract or written terms issued and copy retained by the employer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document issue record or acknowledgement kept for contracts, policies or handbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Payroll changes and pay records

Check point	Yes	No	Not sure
Payroll changes are authorised in writing before processing, including pay, hours, bank details, deductions, bonuses or loans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payslips or wage statements are issued and payroll reports are retained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll reports, approvals and supporting records are retained in one place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

These resources are for general payroll administration and employee paperwork support only. They are not HR advice, legal advice, tax advice, pension advice, financial advice or regulated consultancy. The employer remains in control of decisions and approvals.

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4. Time, leave, public holidays and sick leave

Check point	Yes	No	Not sure
Timesheets or records cover start time, finish time, unpaid breaks, overtime and Sunday or public holiday hours where relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual leave and public holiday entitlement records are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick leave or statutory sick pay records and return-to-work records are kept where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Leavers and final pay

Check point	Yes	No	Not sure
Leaver date, final hours or salary, holiday pay and any deductions or repayments are confirmed in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final payslip and Revenue payroll reporting are completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee file is closed with final documents retained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Policies and employee acknowledgements

Check point	Yes	No	Not sure
Key policies are issued where relevant, such as disciplinary, grievance, dignity at work, absence, annual leave and timekeeping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee acknowledgement is recorded for policies or handbook issued.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What to do next

If this checklist shows a few gaps, it may be a good time to get support before the admin turns into payroll-day stress.

Everyday Payroll & HR Support can help with the practical paperwork and payroll admin behind the scenes, so you have clearer records, fewer missing details and less chasing before payday.

To get help organising this, contact Christina:

christina@everydaypayroll-hrsupport.com

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