



Everyday Payroll & HR Support

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

The Organised Employer™ New Starter Checklist

A simple pre-payroll checklist for small Irish employers

Hiring someone new is exciting. Last-minute payroll chasing is not.

Use this checklist to gather the key details before a new starter is added to payroll. It is designed to help you spot simple admin gaps early, so payroll day feels calmer and your evening is not taken over by missing information.

How to use this checklist

- Tick the items that are ready before the first payroll run.
- Use the notes column for anything still missing or unclear.
- If you tick “Not sure” more than once, that is a useful sign that your starter process may need a little structure.

This is a general payroll and employee paperwork checklist only. It is not legal, tax, pension, financial or employment law advice. Employers remain responsible for decisions, approvals and seeking professional advice where needed.

1. Details to gather before payroll starts

Checklist item	Ready?	Notes
Employee full name, address, Eircode and contact details recorded.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
PPS number requested or received.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Emergency contact details recorded.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Start date, job title, manager and work location confirmed.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Working pattern, normal hours or expected schedule recorded.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Pay rate, salary or agreed pay details confirmed by the employer.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Bank details received through a secure method.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Annual leave setup or opening balance noted, where applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	

2. Payroll setup prompts

Checklist item	Ready?	Notes
Payroll frequency, first payroll period and first pay date confirmed.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Payroll cut-off date noted so missing details are chased early.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Revenue/RPN check arranged before payroll is processed.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Any deductions, allowances, pension details or opening balances noted, where applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
New starter is ready to add to payroll software or payroll records.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	

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Checklist item	Ready?	Notes
First payslip or payroll summary will be checked before approval.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	

3. Documents and onboarding records to organise

Checklist item	Ready?	Notes
Starter form or employee information form completed or requested.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Written terms, contract or contract process is in hand.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Employee privacy notice issued or ready to issue.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Handbook, workplace policies or acknowledgements issued where applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
Right-to-work or employment eligibility check assigned to the employer, where applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	
One clear employee file created for starter paperwork and payroll-related records.	<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	

4. Simple follow-up list

Outstanding item	Who will follow up?	Due date	Done?

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:

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