



Everyday Payroll & HR Support

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

The Organised Employer™

HR Documents Checklist

A practical self-check for small Irish employers

Use this checklist to review whether the main HR documents and employment records are in place.

Tick Yes, No or Not sure. For section 4, leave the row blank if it does not apply to your workplace.

1. Core written documents and procedures

Check point	Yes	No	Not sure
Day 5 statement issued within five days and fuller written statement issued within one month of starting.	☐	☐	☐
Current written terms and issue records kept, with required changes confirmed in writing.	☐	☐	☐
Written grievance, disciplinary and dismissal procedures issued and accessible to employees.	☐	☐	☐
Employee privacy information explains how personal data is collected, used, stored and shared.	☐	☐	☐

2. Statutory employment records

Check point	Yes	No	Not sure
Employer registration number with Revenue and each employee's name, address, PPS number, job classification and employment dates are recorded.	☐	☐	☐
Payroll details, including pay, deductions and copies of payslips, are retained.	☐	☐	☐
Working time records include start and finish times, breaks and rest periods.	☐	☐	☐
Annual leave and public holiday entitlements taken or received are recorded.	☐	☐	☐
Statutory sick leave records are accurate and retained for four years.	☐	☐	☐
Other statutory leave records are kept for the period required for that type of leave.	☐	☐	☐
Required employment records are kept for the applicable period, commonly at least three years, and can be produced for a WRC inspection.	☐	☐	☐

3. Useful workplace policies and guidance

Check point	Yes	No	Not sure
Dignity at work and anti-bullying and harassment policy.	☐	☐	☐
Equal opportunities and anti-discrimination policy.	☐	☐	☐
Absence reporting, statutory sick leave and return-to-work guidance.	☐	☐	☐
Annual leave and public holiday policy.	☐	☐	☐
Timekeeping, attendance, working time and right to disconnect guidance.	☐	☐	☐
Employee handbook or central policy pack issued and easy for employees to access.	☐	☐	☐
Data protection, confidentiality, employee monitoring, IT, email and social media guidance, where relevant.	☐	☐	☐

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. Documents to consider if they apply

Check point	Yes	No	Not sure
Process and records for handling statutory remote and flexible working requests.	☐	☐	☐
Protected disclosures policy and reporting channels, where the relevant threshold or sector rule applies.	☐	☐	☐
Employment permit or permission-to-work records, plus documents required for young, fixed-term, part-time, temporary or agency workers.	☐	☐	☐
Family leave, domestic violence leave, leave for medical care and other statutory leave records.	☐	☐	☐
Contractual retirement age, MyFutureFund or other workplace pension information and records.	☐	☐	☐

5. Practical forms and document controls

Check point	Yes	No	Not sure
New starter, payroll setup, written terms issue and policy acknowledgement records.	☐	☐	☐
Leave, absence, return-to-work, employee change and leaver forms.	☐	☐	☐
Informal and formal process notes, document register, version control, retention and review checklist.	☐	☐	☐

Official sources used

Checked against current official Irish guidance. Follow the links for the detail that applies to your workplace.

[Terms of Employment](#) | [Statutory Employment Records](#) | [Grievance and Disciplinary Procedures](#) | [Statutory Sick Leave](#) | [Remote and Flexible Working](#) | [Right to Disconnect](#) | [Protected Disclosures](#) | [Employment Equality](#) | [Bullying at Work Code of Practice](#) | [DPC - Guidance for Organisations](#) | [Employment Permits](#) | [Domestic Violence Leave](#) | [Leave for Medical Care](#) | [MyFutureFund for Employers](#) | [Employment Records Retention](#)

What to do next

If this checklist shows a few gaps, it may be a good time to organise your HR documents before you need them during an employee matter. Everyday Payroll & HR Support can help organise the practical HR documents behind your business, so you have clearer procedures, more consistent paperwork and an easier place to start when an employee matter arises.

To get help organising your HR documents, contact Christina:

christina@everydaypayroll-hrsupport.com

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