



DAY	AREA	ACTION	RESPONSIBILITY	✓
1	Compliance	Employee to complete their personal details in the HR system	New Employee	
1	Compliance	Set up the employee as PAYE with HMRC	HR	
1	Logistics	Employee to add their bank details to the payroll system/form	New Employee	
1	Compliance	Provide HMRC new starter checklist to employee to print and sign	HR	
1	Compliance	Employee provides passport or visa (right to work)	New Employee	
1	Compliance	Book health & safety training for new hire	HR	
1	Compliance	Send any company-specific forms for employee's signature	HR	
1	Logistics	Give new hire internet access	Facilities	

DAY	AREA	ACTION	RESPONSIBILITY	✓
1	Logistics	Set up new hire with payroll on admin side	HR	
1	Logistics	Give new hire access to any specific systems that you use in the business (like bob!)	HR	
1	Management	Provide relevant company and team information, like what you do and how you do it	Line Manager	
1	Management	Set up the new employee to use company and team processes (e.g. booking meeting rooms or booking holiday)	HR	
1	Training	Book health & safety training for new hire	Line Manager	
1	Culture	Arrange for employee to have meetings with their direct team, and people they'll work closely with	Line Manager	