

New starter checklist

What a new employee must get from you, and when. **Tick it off in order.** Most of it is done once and reused for every hire after.

ONCE, BEFORE YOUR FIRST HIRE

- ☐ **Employers' liability insurance**, at least £5 million cover, certificate displayed (online counts)
- ☐ **Register as an employer** with HMRC before the first payday
- ☐ **Health and safety law poster** up, or the leaflet given to each worker

BEFORE THEY START WORK

- ☐ **Right to work check**: manual documents, online share code or digital check. Keep a dated copy for their employment plus two years
- ☐ Workers and individual subcontractors too, including casual and zero-hours staff **FROM 1 OCT 2026**

WHEN YOU COLLECT THEIR DETAILS

- ☐ **Privacy notice**: what data, why, lawful basis, who sees it, how long, how to complain

ON OR BEFORE DAY ONE

- ☐ **Written statement of employment particulars**: the main part, in one document (employees and workers)

FIRST DAY

- ☐ **Health and safety induction**: risks in their job, fire procedures, first aid

BY THE FIRST PAYDAY

- ☐ **P45**, or HMRC's starter checklist if they have none
- ☐ New starter on your **Full Payment Submission** to HMRC
- ☐ **Payslip** on or before payday, and pay at or above **minimum wage** for their age

WITHIN SIX WEEKS OF BECOMING ELIGIBLE

- ☐ **Pension enrolment** (22 to State Pension age, over £10,000 a year) and a letter to them

WITHIN TWO MONTHS

- ☐ **Rest of the written statement**: pension, collective agreements, other training, disciplinary and grievance rules

WITHIN FIVE MONTHS OF YOUR FIRST HIRE

- ☐ **Declaration of compliance** to The Pensions Regulator, even if nobody was enrolled

BY MONTH FOUR OR FIVE

- ☐ **Probation review**, written down. Unfair dismissal protection starts at six months from 1 January 2027

Dates to know

6 APRIL 2026

Sick pay from the first full day off. Paternity leave from day one. Holiday records kept six years.

1 OCTOBER 2026

Right to work checks cover workers and subcontractors. Most tribunal claims up to six months after the event.

30 OCTOBER 2026

All reasonable steps to prevent sexual harassment. Liability for harassment of staff by customers and suppliers.

JANUARY 2027

Unfair dismissal protection after six months. Written statement of the right to join a trade union.

Keep records for

Right to work check copies	job + 2 yrs
Holiday and holiday pay	6 years
Minimum wage records	6 years
Payroll (PAYE)	3 years*
Working time (48 hours)	2 years

*from the end of the tax year they relate to

Rates to check

Minimum wage from 1 April 2026: **£12.71** (21+), **£10.85** (18 to 20), **£8.00** (under 18 and eligible apprentices).

Statutory Sick Pay 2026/27: **£123.25** a week or 80% of average weekly earnings, whichever is lower.

Send us your what-ifs.

First hire? **First Hire Ready** sets up the written statement, contract and right to work process at a fixed fee.

Full guide with sources:

whatifhr.co.uk/post/legal-documents-new-employees-uk