

Employee onboarding checklist

Give each new starter a clear beginning. Track the essentials before day one, during the first week and before their first payroll.

Business / team

Pay period / reporting period

Prepared by

Review / target date

Before day one

- ☐ Confirm role, reporting manager, start date and agreed terms.
- ☐ Complete identity and eligibility checks through your secure process.
- ☐ Collect required payroll forms and verified payment instructions securely.
- ☐ Prepare equipment, system access and the first-week schedule.

On the first day

- ☐ Introduce the manager, team and key contacts.
- ☐ Review safety, privacy and workplace policies.
- ☐ Explain time recording, leave requests and pay statements.
- ☐ Confirm how to report payroll or access issues.

Before first payroll

- ☐ Verify approved pay details and the employee's first pay period.
- ☐ Review the first timesheet and any approved adjustments.
- ☐ Confirm outstanding forms with the responsible owner.
- ☐ Arrange a follow-up and record completion.

Outstanding actions / reviewer

Adapt this operational checklist to your workplace. It does not replace required employment documents, official tax forms or jurisdiction-specific obligations.