

Harpreet Singh
Operations Assistant
Employer HR file

Date: 14 July 2026
Our Reference: NSC/4B74651B
Document Type: Checklist

New Starter Checklist

1. EXECUTIVE SUMMARY

This checklist supports the effective onboarding of Harpreet Singh, whose first working day with HRHeaven QA Sample Employer is 14 July 2025.

Key completed tasks include a full right-to-work check. Equipment and access arrangements are planned but not yet completed.

Marcus Green is responsible for overseeing the remaining setup activities to ensure Harpreet’s smooth integration into the organisation.

The checklist aims to confirm all essential actions, evidence and ownership are clear before Harpreet’s start date and identify any gaps or follow-up needed.

As of the preparation date, the first working day is upcoming and some preparatory tasks remain outstanding, requiring attention to avoid delays.

 CHECKLIST DETAILS

Employee
Harpreet Singh

Role
Operations Assistant

Case type
Set Up New Starter Checklist

Reference
HRA-4B74651B

 KEY DATES

Completed
14 July 2026

Continued
New Starter Checklist

2. NEW STARTER SETUP TASKS

Task: Confirm first working day and communicate to relevant internal teams

Owner: Marcus Green

Priority: High

Due date: 14 July 2025

Evidence required: Confirmation email or meeting notes

Status: Pending

Completion notes: Awaiting confirmation from HR and line manager regarding induction schedule.

Follow-up Action Plan

Action	Owner	Due Date	Evidence Required	Status
Review the new starter checklist and confirm it reflects the agreed facts.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the starter setup record and confirm it reflects the agreed facts.	HR	To be confirmed	Completion note or supporting evidence	Open
Starter First Day is due on 13 July 2025.	HR	To be confirmed	Completion note or supporting evidence	Open
Confirm a clear owner for any remaining new-starter setup work.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the Set Up New Starter Checklist record for missing facts, evidence, follow-up ownership or review safeguards before completion.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	HR	To be confirmed	Completion note or supporting evidence	Open

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New Starter Checklist

3. RIGHT-TO-WORK CHECK

Task: Verify and complete all statutory right-to-work checks

Owner: HR Team

Priority: High

Due date: Completed

Evidence required: Verified documentation copies on file

Status: Complete

Completion notes: All documents reviewed and compliant with UK immigration requirements.

4. EQUIPMENT AND ACCESS PROVISION

Task: Arrange necessary equipment (computer, phone, ID badge) and building access

Owner: Marcus Green

Priority: Medium

Due date: Prior to start date (14 July 2025)

Evidence required: Inventory checklist and access request forms

Status: Planned

Completion notes: Procurement process initiated; final delivery and setup pending.

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New Starter Checklist

5. IT AND SYSTEM ACCESS SETUP

Task: Request and set up computer logins, email accounts and software access

Owner: Marcus Green

Priority: Medium

Due date: Prior to start date (14 July 2025)

Evidence required: Confirmation of account creation from IT support

Status: Planned

Completion notes: Requests submitted, awaiting IT confirmation.

6. INDUCTION AND TRAINING SCHEDULE PREPARATION

Task: Prepare and distribute induction programme, including health and safety briefing, team introduction and role-specific training

Owner: Marcus Green

Priority: Medium

Due date: Before or on first working day

Evidence required: Induction agenda and attendance records

Status: Pending

Completion notes: Draft agenda under review; final version to be circulated shortly.

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New Starter Checklist

7. PAYROLL AND HR RECORDS SETUP

Task: Enter new starter details into payroll and HR systems ensuring accurate records

Owner: HR Team

Priority: High

Due date: Before first payroll cycle

Evidence required: Payroll setup confirmation

Status: Pending

Completion notes: Employee personal information collection underway; payroll input scheduled.

8. HEALTH & SAFETY AND WORKPLACE COMPLIANCE

Task: Confirm that Harpreet receives all required health and safety information and compliance training

Owner: Marcus Green

Priority: High

Due date: Within first week of employment

Evidence required: Training records and acknowledgment forms

Status: Planned

Completion notes: Training session dates to be confirmed.

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New Starter Checklist

9. FOLLOW-UP AND REVIEW

Task: Review checklist progress and confirm all tasks completed to satisfaction

Owner: Marcus Green

Priority: High

Due date: On or shortly after first working day

Evidence required: Completed checklist and feedback from Harpreet and line manager

Status: Pending

Completion notes: Scheduled review meeting to be arranged.

10. AMENDMENT LOG

14 July 2026: Initial checklist creation and review scheduled.

Further amendments to be recorded as required to reflect changes in task status or ownership.