

**Harpreet Singh**  
Operations Assistant  
Employer HR file

**Date:** 14 July 2026  
**Our Reference:** SSR/4B74651B  
**Document Type:** HR record

Starter Setup Record

1. CASE SUMMARY

This record documents the initial setup process for Harpreet Singh, who is joining HRHeaven QA Sample Employer as an Operations Assistant.

Harpreet's first working day is scheduled for 14 July 2025.

Key onboarding steps including right-to-work checks have been completed and remaining setup actions are assigned accordingly.

2. BACKGROUND

Harpreet Singh has been appointed as an Operations Assistant with HRHeaven QA Sample Employer.

The starter setup process aims to ensure a smooth onboarding experience by completing legal compliance checks, providing necessary equipment, and granting system access prior to commencement of employment.

This record forms part of the employer's HR documentation for new starters and supports compliance and operational readiness.

HR RECORD DETAILS

**Employee**  
Harpreet Singh

**Role**  
Operations Assistant

**Case type**  
Set Up New Starter Checklist

**Reference**  
HRA-4B74651B

KEY DATES

**Completed**  
14 July 2026

Continued

## Starter Setup Record

### 3. INFORMATION CONSIDERED

The employment commencement date is set for 14 July 2025, identified as the employee's first working day.

The right-to-work check for Harpreet Singh has been completed successfully, confirming eligibility to work in the UK.

Provision of required equipment and access permissions is currently planned but not yet completed.

Marcus Green is designated as the responsible owner for the remaining starter setup tasks.

No additional evidence documents have been submitted for review as part of this record.

### 4. DECISION

The starter setup process is progressing appropriately with completed right-to-work verification and planned equipment/access arrangements.

Responsibility for outstanding setup activities is clearly assigned to ensure all onboarding requirements are met before or on the employee's start date.

The setup record itself is prepared on 14 July 2026 for retrospective documentation purpose.

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## Starter Setup Record

### 5. REASONS

Completing the right-to-work check prior to employment mitigates legal risk and complies with UK immigration regulations.

Assigning a clear owner for outstanding onboarding tasks supports accountability and timely completion of setup requirements.

Recording the starter setup in detail maintains HR operational standards, providing transparency and audit trail for new starter processes.

### 6. FOLLOW-UP ACTIONS

Confirm and document the exact arrangements for equipment issuance and access permissions to be provided before or on 14 July 2025.

Ensure Marcus Green completes all assigned onboarding tasks and updates the record accordingly.

Clarify and record what new starter activities are planned on the first working day to complete the onboarding process.

Review and approve this starter setup record along with the associated new starter checklist for completeness and factual accuracy.

Monitor pending follow-up reminders, particularly the overdue Starter First Day scheduled for 13 July 2025, and address any discrepancies in start date documentation.

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## Starter Setup Record

### 7. AUDIT INFORMATION

This Starter Setup Record was prepared on 14 July 2026.

The related Set Up New Starter Checklist was also created and reviewed on 14 July 2026.

Any amendments or updates to this record should be logged with date and author for audit purposes.

The employer retains responsibility to verify all facts and ensure compliance with internal policies and relevant employment legislation prior to finalising the onboarding process documentation.