



# Pay & Contracts Records

## Employee Records Checklist

Maintaining accurate employment records helps employers demonstrate compliance and manage workplace issues effectively.

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### Employee Documentation

- Employment contracts retained
- Job descriptions retained
- Policy acknowledgements recorded

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### Pay and Payroll Records

- Payroll records maintained
- Payslip records retained
- Pay changes documented

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### Holiday Records

- Holiday entitlement recorded
- Holiday taken recorded
- Carry-over arrangements documented where applicable

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### Sickness Records

- Absence dates recorded
- Fit notes retained where applicable
- SSP payments documented

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### Workplace Process Records

- Disciplinary records retained
- Grievance records retained
- Consultation records retained

## General Record Management

- Records stored securely
- Access limited appropriately
- Retention approach applied consistently
- Documentation kept up to date

### Final Note

Clear record keeping supports fair decision-making and helps employers respond confidently to workplace issues or compliance queries.

This checklist provides general guidance only and does not constitute legal advice.

### Need Help?

Our HR experts can help you review your HR policies, update documentation, and deliver manager training, HR Surgeries or Q&A's in relation to the Employment Rights Act 2026.



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