



Employee Checks & Compliance

Examples

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Purposes of the Document

This document is here to help you explore the **Employee Checks & Compliance** module and see what's possible. Instead of focusing on features, we've pulled together real examples of how other customers are using this part of the system in their day-to-day work.

Everyone uses the system a little differently, so these examples are designed to give you ideas and inspiration. You'll see how different organisations have tackled common challenges, adapted the module to fit their needs, and achieved positive results along the way.

Whether you're just getting started or looking to try something new, these use cases can help you think about how the module could work for you. Each example walks through what the customer was trying to achieve, how they used the system, and the benefits they saw.

There's no single "right way" to use the module but hopefully, this gives you a helpful starting point or some fresh ideas to build on.

Let's take a look!

Let's start at the very beginning of the employee lifecycle.

New Starter Templates

What are we trying to achieve? To create a consistent, efficient onboarding process that ensures every new starter has the right tasks, information, and support from day one

How was the system used? Customers set up reusable templates that list tasks when a new starter is added, tailored to roles or departments if required.


What benefits did they see? Reduced errors, more organised onboarding, improved new starter experience, greater consistency across teams

New Starter Checklist. ▾


Commencing Date 

Expiry 


CV Uploaded

CV reviewed by 

Interview notes uploaded

Interview notes uploaded by 

Health questionnaire sent 

Health questionnaire sent by 

Health Questionnaire (complete) returned

Health Questionnaire (complete) returned checked by 

Health questionnaire adjustments required

Health Questionnaire notes

P45 received

HMRC New Starter Checklist received

Is the worker under 18?

If yes, Young Worker's Risk Assessment

Registered for online learning

Login details for online learning sent

Uniform ordered 

Uniform issued 

Access card issued

Staff photo taken

Name badge issued

Added to staff email list


Induction arranged 

Welcome pack issued 

Completed?

Job Related?

New Starter Checklist

Commencing Date 

Proof of Address 1 Received

Driving Checklist Complete

Photo ID Uploaded

DBS Check Complete

Right To Work Checked

LMS Account Activated

Health Questionnaire Received

Reasonable Adjustments Identified

Reasonable Adjustments Made

Uniform Including PPE Provided

All Safeguarding and Employee Checks Complete

Expiry 

IT Informed 

Booked onto Company Induction 

Induction Declaration Signed


Opt Out form signed


Interview Documents

Contract Signed and Returned

Health Questionnaire

Reasonable Adjustments Notes

Manager Name 

Final Onboarding Sign off by 

Job Related?

New Starter Checklist

Commencing Date 04/Dec/2020

Contract Signed and Returned Select files...

Received Proof of Right to Work in the UK Select files...

Proof of Right Documents

Completed?

Expiry

Book onto Company Induction

Informed IT of New Starter

Given Access Card

Job Related?

Tip: Some customers prefer to keep DBS checks separate rather than including them in the new starter checklist. This can work really well if DBS checks only apply to certain employee groups, or if you want to keep things simple and report on them independently.

DBS Checks

What are we trying to achieve? To ensure the appropriate background checks are completed for relevant roles, helping maintain a safe and compliant working environment.

How was the system used? Customers used the system to assign and track DBS check tasks, capture required information, and securely store results or certificates.

What benefits did they see? Improved compliance and audit readiness, clear tracking of DBS status and renewals, greater confidence in hiring and safeguarding processes

Tip: For customers who don't include Right to Work checks in their new starter checklist, here's an example that focuses solely on capturing and managing Right to Work details.

Right to work checks

What are we trying to achieve? To make sure all employees have the legal right to work before they start, while keeping the process simple, compliant, and easy to track.

How was the system used? Customers used the system to record Right to Work checks as part of the onboarding process. They stored documents securely, tracked completion.

What benefits did they see? Increased compliance and reduced risk, clear visibility of check completion and outstanding actions, secure, central storage of documents, greater confidence that all legal requirements are being met

Right to Work Check

Commencing Date 06/May/2026

Passport Select files...

Document 1 Type

Document 1 Upload Select files...

Document 3 Type

Document 3 Upload Select files...

RTW Permit Type

Check Reference Number

Expiry

Passport Expiry Date

Document 2 Type

Document 2 Upload Select files...

Document 4 Type

Document 4 Upload Select files...

RTW Check Type

Permit Restrictions

Check Complete By



Job Related?

Onboarding Plan

What are we trying to achieve? To deliver a structured, end-to-end onboarding journey that guides new starters through their first days and weeks, ensuring they feel supported, engaged, and fully prepared for their role or these checklist could be manager lead where managers need a little support in getting the onboarding process concise

How was the system used? Customers created onboarding plans made up of scheduled tasks, milestones, and check-ins. These plans were assigned to new starters and key stakeholders (e.g. managers, HR, IT), with activities tailored by role or department where needed.

What benefits did they see? Clear visibility of the onboarding journey for everyone involved, better coordination between teams supporting the new starter, more consistent and structured onboarding across the organisation

The screenshot shows a web-based interface for an 'Onboarding Checklist - Employee'. At the top, there is a dropdown menu with the text 'Onboarding Checklist - Employee'. Below this, the checklist is organized into two columns. Each item consists of a text label, a date input field with a calendar icon, and a toggle switch. The items are: 'Commencing Date' (06/May/2026), 'Accessed all internal platforms required', 'Managed diary to meet key team members and stakeholders', 'Begin working on core tasks with support', 'Completed?' (toggle), 'Expiry', 'Updated all personal information required and signed up to additional benefits', 'Set initial personal objectives', 'Reviews month 1, 3 and 6 scheduled by manager', and 'Job Related?'.

Task	Date	Toggle
Commencing Date	06/May/2026	Off
Accessed all internal platforms required		Off
Managed diary to meet key team members and stakeholders		Off
Begin working on core tasks with support		Off
Completed?		Off
Expiry		Off
Updated all personal information required and signed up to additional benefits		Off
Set initial personal objectives		Off
Reviews month 1, 3 and 6 scheduled by manager		Off
Job Related?		Off

▼
 Onboarding Checklist - Manager

<p>Commencing Date <input style="width: 80%;" type="text" value="06/May/2026"/> </p> <p>Welcome meeting with manager <input style="width: 80%;" type="text"/> </p> <p>Office/team introduction <input style="width: 80%;" type="text"/> </p> <p>Meet key team members and stakeholders <input style="width: 80%;" type="text"/> </p> <p>Begin working on core tasks with support <input style="width: 80%;" type="text"/> </p> <p>Reviews arranged month 1, 3 and 6 <input type="checkbox"/></p>	<p>Expiry <input style="width: 80%;" type="text"/> </p> <p>IT setup (equipment, logins, systems access) <input style="width: 80%;" type="text"/> </p> <p>System and process training <input style="width: 80%;" type="text"/> </p> <p>Set initial objectives <input style="width: 80%;" type="text"/> </p> <p>Regular check-in with manager booked <input type="checkbox"/></p> <p>Completed? <input type="checkbox"/></p> <p>Job Related? <input checked="" type="checkbox"/></p>
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Reference Checks

What are we trying to achieve? To verify a candidate's experience and suitability for the role by gathering feedback from previous employers, helping support confident hiring decisions.

How was the system used? Customers used the system to assign reference check tasks, and track responses. Information captured and stored in one place.

What benefits did they see? More organised reference collection, clear visibility of outstanding and completed checks, centralised record of reference information, more confident and informed hiring decisions

Reference Check

Commencing Date 06/May/2026 

Expiry 

Reference 1 - Date Requested 

Reference 2 - Date Requested 

Reference 1 - Date Received 

Reference 2 - Date Received 


Reference 1 - Document Upload

Reference 2 - Document Upload

Completed?

Job Related?

Reference Check

Commencing Date 

Ref 1: Name & Job Title

Ref 1: Organisation Name and Full Address

Ref 1: Reference Type

Ref 1: Contact Email

Ref 1: Contact Number

Ref 1: Date Requested 

Ref 1: Date Received 

Ref 1: Satisfactory

Ref 1: Email/Letter

Completed?

Expiry 

Ref 2: Name & Job Title

Ref 2: Organisation Name and Full Address

Ref 2: Reference Type

Ref 2: Contact Email

Ref 2: Contact Number

Ref 2: Date Requested 

Ref 2: Date Received 

Ref 2: Satisfactory

Ref 2: Email/Letter

Job Related?

Family Leave: Maternity Checks


What are we trying to achieve? To support employees through the maternity process by ensuring key information is captured, important steps are completed, and compliance with policies and legislation is maintained.


How was the system used? Customers used the system to create structured checklists covering notifications, documentation, and key milestones (e.g. MATB1 receipt, leave dates, return plans).

What benefits did they see? Clear visibility of maternity timelines and key dates, improved compliance with policies and requirements

Tip: *In a similar way to Maternity Checks, you could also create additional templates for **Paternity, Adoption, and Shared Parental Leave** to support these processes*

Maternity Check ▼

Checklist Commencing Date 

Expiry 

Date Notified of Pregnancy 

Kit Day 1 

Expected Week of Confinement 

Kit Day 2 

Qualifying Weeks 


Kit Day 3 

Earliest Start Date 

Kit Day 4 

Actual Start Date 


Kit Day 5 

Start Date Due to Pregnancy Related Illness 


Kit Day 6 

Last Working Day 

Kit Day 7 

Ordinary Maternity Leave Return Date 

Kit Day 8 

Additional Maternity Leave Return Date 

Kit Day 9 

Mat B1 Form


Kit Day 10 

Return to Work Bonus applicable?


Actual Return Date 

Return to Work Bonus Amount

Baby's Name

Return to Work Bonus Start Date 

Congratulations Gift Arranged

Return to Work Bonus End Date 

Action for Payroll

Completed?

Job Related?

Let's look at topics around Compliance and Health and Safety

To give you a few ideas, we've included some examples below including Driving for Work and Home Working Assessments to show how these can be set up and managed in the system.

Driver Checks

What are we trying to achieve? To ensure employees who are required to drive as part of their role are safe, qualified, and compliant with legal and company requirements.

How was the system used? Customers used the system to assign and track driver checks, such as licence verification, insurance details, and vehicle information.

What benefits did they see? Improved compliance with driving regulations and policies, clear visibility of driver status and expiry dates, centralised and secure record keeping, reduced risk and improved safety across the organisation.

***Tip:** additional examples, risk assessments, DSE assessment, Equipment Competency Checks*

Driving at Work - Team Member

Commencing Date 23/Aug/2021 

Driving License No.

Driving License Doc.

Insurance Policy Provider


Insurance Policy End Date 

Driving at Work Declaration

Expiry 

Insurance Policy Number

Insurance Policy Doc.

Insurance Policy Start Date 

Driving Entitlements

Completed?

Job Related?

Home Working Risk Assessment

Commencing Date 11/May/2026

Expiry

Is your working area suitable in terms of heating, lighting, ventilation and noise?

Do you have sufficient space to work?

Are there any trip or slip hazards? (e.g. trailing wires)

Is there sufficient segregation from disruptions?

Do you have a clear escape route in the event of a fire?

Is there a working smoke alarm?

Do you have access to basic first aid supplies?

Are there sufficient power outlets?

Is there any visible damage to sockets, plugs and leads?

Has your company equipment been PAT tested in the last 18 months?

Can any equipment and sensitive data be secured when not in use?

Are all entrances, exits and windows secure?

Do you have any concerns about your home working environment?

Completed?

Job Related?

Lastly lets look at the end of the employees life cycle when a employee leaves the business, here is an example of a leaver checklist.

Leaver Checklist

What are we trying to achieve? To ensure a smooth, consistent offboarding process that captures all required steps when an employee leaves, while protecting the business and supporting a positive exit experience.

How was the system used? Customers used the system to create leaver checklists, to manage activities like equipment return, access removal, exit interviews, and final documentation.

What benefits did they see? Clear visibility of all offboarding tasks and progress, less manual follow-up and improved coordination between teams, consistent offboarding process for every leaver, better employee experience through a structured, managed exit

Leavers Checklist

Commencing Date

Resignation Letter/Email

Exit Interview Booked

Exit Interview Complete By

Company Property Returned

HR Platform Updated

AL Calculations finalised

Benefit Providers Notified

Expiry

Resignation Acknowledgement

Exit Interview Date

Exit Interview Notes

IT Access Disabled from all platforms

Payroll Notified

Training Agreements Checked

Completed?

Job Related?

While we've shared a few template ideas above, the flexibility of this module means you're not limited to these examples. You can adapt and create templates in a way that works best for your organisation and adds real value to your teams.

Every business is different, so we encourage you to explore what works for you and make the most of the configurability available.

Happy template creating!