

NEW STARTER PROCESS

Below is a list of our New Starter Services. The Grey boxes indicate a need to comply with UK employment Law and it is advised that these are carried out by an in-house or consultant HR Advisor. The Yellow boxes are additional services you can pick from to allow you to tailor our services to suit your company's needs.

Offer Letter - Once the offer has been confirmed, we will produce and send a detailed offer letter to the candidate. We will also confirm to the Line Manager when the offer has been accepted.

Right to Work Check - We will complete all Right to Work checks for legal compliance and store in employee records.

Previously Booked Holiday - We will confirm if there are any holiday pre-booked by the employee that the company will need to honour.

Contract of Employment - Once these checks have been completed, we will issue the Contract of Employment for signature and any additional documentation to accompany the Contract as specified by the Company processes i.e. Restrictive Covenants and IP Deeds.

Confirmation of Signed Contract - will be sent to the Line Manager when the Contract of Employment and Right to Work checks are completed.

Equipment - We will then arrange for any equipment that needs to be ordered and set up for the new starter (*running in line with your company's equipment ordering process and policies*)

***Payroll** - We contact payroll directly and confirm all information they will need regarding a new starter i.e. start date and salary details. We will then re-confirm when the new starter is due their first pay to ensure a streamline first pay for the employee.

Breathe HR Set Up - We will add the Employee to the Breathe HR system, creating their HR Record and store all relevant information and documentation such as their Offer Letter, Right to Work checks, Signed Contract of Employment, P45/New Starter form etc. The record will be fully completed and operational for the employee's first day.

First Day - Process consists of a number of actions to ensure the employees first day goes as smoothly as possible:

- Check in with Line Manager to confirm employee arrived (*we will contact the employee on behalf of the Company if not*)
- Once we know the employee has arrived, we will send login details for their Breathe HR account along with instructions on how to use the account.
- Included in this email, there will be a list of actions, with instructions, that is required for them to complete such as adding bank details, emergency contacts etc.
- We will make it known there are documents that are to be read, and required training on their Breathe HR record.

Training and Induction Buddy - We can design a 'Day One' induction plan and allocate it to key individuals known as Induction Buddy's. This plan will include Health and Safety Walk around, pointing out first aid rooms and kits (including first aiders), facilities, advising on fire drill procedures and fire exits, and lone working procedure.

DSE Workstation Assessments - If required by the company, we can complete Display Screen Equipment Workstation assessments for both the office and their home work station. We recommend this to be included within the first 2 weeks of the employee starting (known as the "settling in period" as it is important to raise any concerns as soon as possible so issues can be rectified.

***Pension Deferral Letter** - If required, we can send the employee a pension deferral letter to confirm their pension will begin after 3 months (this is the legal time frames for deferral) and store this communication in their Breathe HR Record.

Probation Period Ending - When the employee's probation period is approaching its end, we will contact the Line Manager to confirm if the Probation has been passed or extended, or the employment is being terminated. Depending on the outcome, we will action the required next steps with confirmation letters, and Breathe updates.

* These areas may already fall under your current payroll compliance or via an external pension provider. Hectic People can build processes marrying HR with financial obligations for business continuity.