

EMPLOYEE LIFECYCLE RECORDS & COMPLIANCE CHECKLIST

Employee Name:	Employee Number:
Job Title:	Department:
Date of Employment:	Checklist Completed By:
Date Reviewed:	

1. PERSONAL & IDENTIFICATION RECORDS

✓	DOCUMENT / RECORD	N/A	NOTES
☐	South African ID number	☐	
☐	Passport copy – foreign nationals	☐	
☐	Work permit	☐	
☐	Proof of address	☐	
☐	Personal cellphone number	☐	
☐	Personal email address	☐	
☐	Emergency contact details	☐	
☐	Next-of-kin details	☐	
☐	Driver's licence, if relevant to the job	☐	
☐	Professional registration number, if relevant	☐	

2. RECRUITMENT & PRE-EMPLOYMENT

✓	DOCUMENT / RECORD	N/A	NOTES
☐	CV / Résumé	☐	
☐	Application form	☐	
☐	Job advertisement / vacancy notice	☐	
☐	Job description used during recruitment	☐	
☐	Interview notes / scoring sheets	☐	
☐	Reference-check records	☐	
☐	Reference-check consent, where applicable	☐	
☐	Qualification certificates	☐	
☐	Criminal-record check, where justified for the position	☐	
☐	Credit check, only where lawful and relevant	☐	
☐	Medical / fitness assessment where legally and operationally appropriate	☐	
☐	Psychometric assessment results, where applicable and lawfully conducted	☐	

3. EMPLOYMENT & CONTRACTUAL DOCUMENTATION

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Offer of employment	☐	

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Employee's acceptance of offer	☐	
☐	Signed employment contract	☐	
☐	Signed job description	☐	
☐	Company vehicle agreement, if applicable	☐	
☐	Commission / incentive agreement	☐	

4. POLICIES, PROCEDURES & ACKNOWLEDGEMENTS

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Employee handbook acknowledgement	☐	
☐	Code of conduct	☐	
☐	Disciplinary code / procedure	☐	
☐	Grievance procedure	☐	
☐	Leave policy	☐	
☐	Attendance / timekeeping policy	☐	
☐	Overtime policy	☐	
☐	IT acceptable-use policy	☐	
☐	Email / internet policy	☐	
☐	Information security / cybersecurity policy	☐	
☐	POPIA / privacy policy or employee privacy notice	☐	
☐	Confidentiality policy	☐	
☐	NDA	☐	
☐	Social media policy	☐	
☐	Sexual harassment policy	☐	
☐	Employment equity policy, where applicable	☐	
☐	Health and safety policy	☐	
☐	Remote / hybrid working policy	☐	
☐	Company vehicle / fleet policy	☐	
☐	Travel and expense policy	☐	
☐	Alcohol / substance-abuse policy, where applicable	☐	
☐	Whistleblowing policy	☐	
☐	Consent / acknowledgement documents where legally appropriate	☐	

5. PAYROLL, TAX & REMUNERATION

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Bank account confirmation	☐	
☐	Bank account change instructions	☐	
☐	SARS income tax number	☐	
☐	Payroll take-on information	☐	
☐	Deduction authorisations (AOD)	☐	
☐	Garnishee / emoluments attachment documentation, where applicable	☐	
☐	Payroll adjustments	☐	
☐	Payslips / payroll records	☐	
☐	IRP5 / IT3(a) records	☐	
☐	UIF contribution information	☐	
☐	Retirement fund contributions	☐	
☐	Medical scheme contributions	☐	

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Other benefit deductions / contributions	☐	
☐	Salary increases and adjustment letters	☐	
☐	Remuneration review records	☐	
☐	Short-time records	☐	

6. ATTENDANCE, LEAVE & PERFORMANCE

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Absence records	☐	
☐	Leave applications	☐	
☐	Supporting documents	☐	
☐	Performance agreements	☐	
☐	KPIs / KPAs	☐	
☐	Performance appraisals	☐	
☐	Development plans	☐	

7. INDUCTION, TRAINING & DEVELOPMENT

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Induction checklist	☐	
☐	Orientation records	☐	
☐	Training needs analysis	☐	
☐	Individual development plan	☐	
☐	Internal training records	☐	
☐	External training records	☐	
☐	Certificates of attendance	☐	
☐	Qualifications obtained	☐	
☐	Licences / certifications	☐	
☐	Expiry dates for licences / certifications	☐	
☐	Health and safety training	☐	
☐	First-aid training, where applicable	☐	
☐	Machinery / equipment competency certificates	☐	
☐	Professional CPD records, where applicable	☐	
☐	Study assistance agreements	☐	
☐	Bursary agreements	☐	
☐	Training repayment agreements, where applicable	☐	

8. EMPLOYMENT EQUITY & EMPLOYEE BENEFITS

✓	DOCUMENT / RECORD	N/A	NOTES
☐	EEA1 employee declaration	☐	
☐	Pension / provident / retirement fund application	☐	
☐	Beneficiary nomination	☐	
☐	Medical aid application	☐	
☐	Medical aid dependant information	☐	
☐	Group life cover	☐	
☐	Disability / income protection cover	☐	
☐	Funeral cover	☐	
☐	Company car / vehicle benefit	☐	

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Fuel card documentation	☐	
☐	Cellphone / device allowance	☐	
☐	Housing allowance	☐	
☐	Travel allowance	☐	
☐	Other employee benefits	☐	
☐	Changes to benefit selections	☐	

9. DISCIPLINARY, GRIEVANCE & INCAPACITY RECORDS

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Investigation documentation	☐	
☐	Investigation outcome	☐	
☐	Notice to attend disciplinary hearing	☐	
☐	Minutes / recording / transcript, where applicable	☐	
☐	Chairperson's findings	☐	
☐	Sanctions	☐	
☐	Warnings	☐	
☐	Appeal outcome	☐	
☐	Formal grievance	☐	
☐	Incapacity proceedings	☐	

10. HEALTH, SAFETY & INJURY RECORDS

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Injury-on-duty documentation	☐	
☐	COWDA documentation	☐	
☐	Rehabilitation / return-to-work plans	☐	
☐	PPE issue records	☐	
☐	Safety induction	☐	
☐	Health and safety training certificates	☐	

11. EMPLOYMENT CHANGES & HR CORRESPONDENCE

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Salary increase letters	☐	
☐	Promotion letters	☐	
☐	Addendums	☐	
☐	Outside employment declarations	☐	
☐	Material HR correspondence	☐	

12. COMPANY PROPERTY, ASSETS & ACCESS

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Laptop issue / return	☐	
☐	Cellphone issue / return	☐	
☐	Keys	☐	
☐	Access cards / tags	☐	
☐	Uniform / PPE issue	☐	
☐	Tools / equipment	☐	

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Company vehicle	☐	
☐	Fuel card	☐	
☐	Credit / company card	☐	
☐	Security access	☐	

13. TERMINATION & EXIT DOCUMENTATION

✓	DOCUMENT / RECORD	N/A	NOTES
☐	Resignation letter	☐	
☐	Retirement notice	☐	
☐	Mutual separation agreement, if applicable	☐	
☐	Retrenchment documentation, if applicable	☐	
☐	Dismissal documentation, if applicable	☐	
☐	Fixed-term contract expiry documentation	☐	
☐	Notice of termination	☐	
☐	Exit interview	☐	
☐	Company property return	☐	
☐	IT / system access termination confirmation	☐	
☐	Final payslip	☐	
☐	IRP5 / IT3(a)	☐	
☐	UIF documentation	☐	
☐	Certificate of service	☐	
☐	Retirement / benefit withdrawal documentation	☐	
☐	Medical aid termination / continuation documentation	☐	
☐	CCMA / Bargaining Council documentation relating to termination, where applicable	☐	

FILE REVIEW & SIGN-OFF

File reviewed and verified by:
Position:
Review date:
Outstanding documentation / corrective action required:
Signature: