

New-Hire Compliance Checklist

The paperwork to get right the moment someone joins your team.

Work through this list for each new employee. Keep copies of everything in a personnel file. Applicability of some items depends on your headcount, wages and state.

1. Before the joining date

	Item	Notes
[]	Offer letter issued and accepted	State role, start date, pay structure, probation and notice period.
[]	Appointment letter / employment agreement	Signed by both sides on or before joining; include confidentiality and working terms.
[]	Background verification, if you do it	Get the candidate's written consent first.
[]	Welcome details shared	Reporting time, dress code, who to meet, what to bring.

2. Documents to collect

	Document	Notes
[]	PAN card	Needed for payroll tax and TDS.
[]	Aadhaar	Identity and address proof; also used for UAN and PF.
[]	Address proof	If different from Aadhaar.
[]	Educational and experience certificates	Copies, with originals seen for verification.
[]	Previous employer relieving letter	Confirms the employee is free to join.
[]	Bank account details	Cancelled cheque or passbook first page, for salary credit.
[]	Passport-size photographs	For the personnel file and ID card.
[]	Emergency contact details	Name, relationship and phone number.

3. Statutory and payroll set-up

	Item	Notes
[]	PF: UAN and nomination (if applicable)	Ask for an existing UAN; if none, one is generated. Collect the PF declaration and nomination.
[]	ESI registration (if applicable)	Applies to eligible employees under the wage ceiling in covered establishments.
[]	Tax regime declaration and Form 12BB	Employee chooses old or new tax regime; 12BB captures investment and rent claims.
[]	Professional Tax deduction set-up	In states that levy it.

	Item	Notes
[]	Payroll entry created	Salary components, deductions, bank details, and pay date recorded.
[]	Attendance and leave policy applied	Share the leave entitlement under your policy and state law.
[]	Entry in employee register	Maintain registers as required under the Shops and Establishments Act and other applicable laws.

4. Policies and first-week induction

	Item	Notes
[]	Code of conduct and company policies shared	Get a signed acknowledgement.
[]	Workplace harassment policy	Employers with 10 or more employees must have an Internal Committee under the POSH Act; share the policy with new joiners.
[]	IT and data security rules explained	Passwords, devices, email use, handling of client data.
[]	Role expectations and first-month goals	Agree in writing or by email.
[]	Introductions and access	Email account, tools, workspace and key contacts.

5. Probation and follow-up

	Item	Notes
[]	Check-in at 30 days	Feedback both ways; fix problems early.
[]	Probation review at the agreed date	Confirm, extend or end in writing according to the terms.
[]	Confirmation letter	Issued on successful completion of probation.

Need help with payroll and compliance? Welto can set up onboarding paperwork and handle the monthly compliance. Write to contact@welto.in or visit welto.in/contact.

General guidance, not legal advice. Labour, PF, ESI and state rules vary by establishment and change over time; verify with the relevant authority or a professional.