

New employee records checklist

Use this checklist to make sure you're capturing all the information you'll need for your employee records. All records must be kept for at least seven years.

GENERAL INFORMATION

	Mandatory	Details
	Y	Name
	Y *	Age * <i>If under 20 years old, otherwise optional</i>
	Y	Signed employment agreement, including any accompanying role description
	Y *	Offer letter * <i>Only if no signed employment agreement yet, otherwise optional</i>
	Y *	Visa showing eligibility to work in NZ * <i>If relevant</i>
	Y	Tax code declaration (IR330)
	Y	Postal address
	N	Other contact details
	Y	Emergency contact details
	N	Application form, CV
	Y	Details of agreed wage payment method, such as 'by cash' or a bank account
	Y	Employment start date
	Y *	Leave entitlement anniversary date * This may differ from the anniversary of the start
	Y *	Date of termination * <i>All records must be kept for at least 6 years</i>
	Y	Type of employment agreement - individual or collective

TIME WORKED, WAGES PAID, HOLIDAYS TAKEN AND OWNED

	Mandatory	Details
	Y	Days worked
	Y *	Hours worked on those days (including public holidays), including start time, finish time and any non-paid breaks taken * <i>If paid by the hour, otherwise optional</i>
	Y	Days of employment in each pay period
	Y *	Hours worked doing different roles * <i>Only if employee performs different roles for</i>
	Y	Wages paid in each pay period and method of calculation
	Y	Dates and payment for holiday, sick or bereavement leave taken
	Y	Dates and payment for public holidays worked and not worked (if paid for that day)
	Y	Dates of alternative holidays taken or to be taken, and payment for any alternative
	Y *	Day or part of a public holiday agreed to be transferred, including relevant dates
	Y	Payment (including date of payment) and amount of annual holidays cashed-up in each
	Y	Current entitlement to holiday leave

For more information, see [Business.govt.nz](https://business.govt.nz)'s
Hiring and managing people section.

business.
govt.
nz