triblock HR

BAHAMIAN EDITION

New Employee Onboarding Checklist

EMPLOYEE NAME

JOB TITLE

START DATE

DEPARTMENT

DIRECT MANAGER

WORK PERMIT REQUIRED?

BEFORE THE FIRST DAY: HR AND MANAGEMENT

- [ ] Written employment contract prepared and signed
- [ ] **NIB number confirmed**, or registration started. Register each new hire before, or as soon as possible after, they start
- [ ] Work permit confirmed, if one is needed
- [ ] Bank details collected for payroll
- [ ] Emergency contact details collected
- [ ] Workspace, tools and equipment arranged
- [ ] Email and system access set up
- [ ] Welcome email sent with first-day details
- [ ] **Added to payroll, with NIB from the first pay**. Probation included
- [ ] A buddy or point of contact assigned for the first week

DAY ONE

- [ ] Welcome meeting with their manager
- [ ] Tour of the workplace
- [ ] Team introductions
- [ ] Employee handbook provided and acknowledged
- [ ] System access confirmed and tested
- [ ] Health and safety briefing
- [ ] Confidentiality agreement signed, if it applies
- [ ] ID badge or access card issued

WEEK ONE

- [ ] Responsibilities and goals for the role explained
- [ ] 30, 60 and 90 day plan discussed with their manager
- [ ] Key introductions scheduled
- [ ] Processes and tools walked through
- [ ] Leave policy and public holidays explained
- [ ] Payroll schedule and payslips explained
- [ ] Probation terms discussed
- [ ] First check-in meeting scheduled

MONTH ONE

- [ ] Two-week check-in done
- [ ] First payslip reviewed with the employee
- [ ] **NIB deduction shows on the first payslip**, and on the C10 for that month
- [ ] Onboarding questions answered
- [ ] 30-day check-in with their manager
- [ ] Training needs identified and logged
- [ ] Probation review date confirmed

DOCUMENTS ON FILE

Document	Collected	Filed
Signed employment contract	☐	☐
NIB number	☐	☐
Copy of valid ID or passport	☐	☐
Work permit, if it applies	☐	☐
Signed handbook acknowledgment	☐	☐
Bank authorisation	☐	☐
Emergency contact details	☐	☐

NIB reminder: contributions are due from the first pay, probation included. Register each new hire before, or as soon as possible after, they start, and get the number before you run payroll. Switch NIB on late and the employer carries the arrears.

HR SIGNATURE _____

MANAGER SIGNATURE _____

DATE COMPLETED _____