

XXX Company

To: Human Resource Department

STAFF CHECKLIST – APPOINTMENT AND STATUS CHANGE

Name:	Staff No:
Position:	Department:

Payroll Master	Date	Initial		Date	Initial
Personal Records			Dependent Details		
Basic Salary			Qualifications		
Regular Provisions			P Fund etc		
HR Master	Date	Initial		Date	Initial
Employment Contract Chinese / English			Application Form / CV		
Employment Declaration			Request for Staff		
Personal Data			New Hire Form		
Qualifications / skills			ID Card / Passport Copy		
Payroll Instruction			Work Visa		
Report to Duty			Green Card (HK)		
Work Reference s/ Cert of Employment			Academic Certificates		
Checking Reference Form			Job Description		
Staff & Benefits Handbook Receipt			Claims Policy		
Code of Conduct Receipt			MPF/Pfund enrolment Form		
Leave Policy Receipt			Typhoon & Rainstorms Policy		
Photo			MPF Member Cert		
Other*: Agency Contract			Local Insurances / S.S.		
Post Probation	Date	Initial		Date	Initial
Appraisal Form			Pfund Voluntary Contribution		
Confirmation Letter			Salary Adjustment		
Medical			Inland Revenue		
Life & Personal Accident			Others		
Change of Status	Date	Initial		Date	Initial
Change of Status Form			Inland Revenue		
Letter of Transfer			Immigration		
Letter of Promotion			Others:		
Employment Contract					

* Please specify nature