"WHEN IS PAYDAY?"

And other important information to include in your induction manual.

It is important to have a good induction manual for any onboarding process for a new employee. Be sure to include all the information employees will need to know to comfortably and successfully start their new role, this includes responsibilities, expectations and questions employers might be afraid to ask. Like when is payday?

- ☐ Who to contact when calling in sick or late.

- ☐ Who to report to when starting and finishing shifts.

- ☐ How to apply for leave and required notice.

- ☐ Uniform requirements and any PPE. (Grooming requirements/Ironing)

- ☐ Posters displayed in communal areas with main processes.

- ☐ IT Usernames and Logins.

- ☐ How and when do we get paid.

- ☐ How to submit timesheets.

- ☐ When and how long are break times.

- ☐ Go to Person/Buddy for any questions..

- ☐ Social Media & Personal Mobile Policy

- ☐