

WRC INSPECTION CHECKLIST

Do I Have?	Yes/No
My employer's registration with the Revenue Commissioners	
A list of all my employees: including full names, addresses and PPSNs	
Dates of commencement and, if relevant, dates of termination of employments	
Written terms of employment for each of my employees	
Employees' job classification	
A record of annual leave and public holidays taken by each employee	
Hours of work for each employee (including start and finishing times)	
Payroll details: including gross to net, rate per hour, overtime, deductions, commission, bonuses & service charges etc.	
Evidence that I provide employees with payslips	
A register of any employees under 18 years of age (& licences if necessary)	
Details of any board and lodgings provided	
Employment permits/ evidence that permits are not required - non- EEA persons	
The completed template sent with the employment letter or similar	