

# STARTUP HR - CHECKLIST

## Registration / Licences

- |  |  |
|--|--|
| <input type="checkbox"/> Shops & Establishment ( Gumastha) / Factory | <input type="checkbox"/> POSH - ICC Committee      |
| <input type="checkbox"/> Professional Tax (PT)                       | <input type="checkbox"/> Employment Exchange Act   |
| <input type="checkbox"/> Employee Provident Fund (EPF)               | <input type="checkbox"/> Contract Labour (CLRA)    |
| <input type="checkbox"/> Employee State Insurance Corporation (ESIC) | <input type="checkbox"/> Labour Welfare Fund (LWF) |

## Startup - First Time Checklist

- |   |   |
|---|---|
| <input type="checkbox"/> Employment Contract / Letter | <input type="checkbox"/> Employee Compensation & Benefits |
| <input type="checkbox"/> Employee Handbook / Policy   | <input type="checkbox"/> Employee Background Verification |
| <input type="checkbox"/> Leave and Attendance Policy  | <input type="checkbox"/> Organisation Design              |

## Payroll Management

- |   |  |
|---|--|
| <input type="checkbox"/> Salary Structuring               | <input type="checkbox"/> Leave & Attendance - Cloud / Mobile App |
| <input type="checkbox"/> Salary Benchmarking              | <input type="checkbox"/> TDS, EPF, PT, ESIC, LWF - Computation   |
| <input type="checkbox"/> Payroll processing               | <input type="checkbox"/> Quarterly ETDS returns, Form 16         |
| <input type="checkbox"/> TDS / Tax advisory for employees | <input type="checkbox"/> Payslips, Provisional Tax Declaration   |

## Recruitment

- Preparation of Job descriptions
- Hiring Plan & Strategy
- Induction - Presentation
- Employee Onboarding Process

## HR Compliances

- Payroll Compliances
- Posh Compliances
- Notice Board Abstracts
- Labour Law Compliances

## Outsource HR

- |  |   |
|--|---|
| <input type="checkbox"/> Registration & Licenses         | <input type="checkbox"/> Payroll Management   |
| <input type="checkbox"/> Employment Letters and Handbook | <input type="checkbox"/> HR Compliances       |
| <input type="checkbox"/> Recruitment                     | <input type="checkbox"/> Virtual HR           |
| <input type="checkbox"/> Contract Staffing / PEO         | <input type="checkbox"/> Training             |
| <input type="checkbox"/> Insurance                       | <input type="checkbox"/> HRMS - HR Technology |

## Summary

This HR checklist for startups includes a few essential HR items that a startup needs to consider in the short-term and how these elements can help set your business up for long-term success. This entire task might be time consuming, and you can choose to outsource to professionals & make your business successful by building great people,

**For more information contact us :**

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