

Downloads

2025 HR & Payroll Compliance Checklist

Understand the latest legislation

- Stay up to date with legislation changes by assigning a dedicated person to monitor government legislation updates
- Use industry bodies like UKHospitality for more relevant information related to the industry

National Minimum Wage

- Audit employees' hourly wages against new National Minimum Wage legislation
- Check NMW rates don't fall below thresholds when covering uniform expenses, overtime and salary sacrifice arrangements
- Schedule monthly review of employees' birthdays for mid-year adjustments
- Conduct pay reviews for senior staff
- Communicate and document NMW changes ([Download template](#))

National Insurance Contributions

- Are you eligible to claim Employment Allowance?
- Ensure software is updated in line with legislation changes

Neonatal Care Leave

- Review policies and update documentation like Employee Handbooks accordingly
- Communicate changes to employees ([Download template](#))

Holiday pay

- Determine how holiday pay is going to be paid for irregular workers
- Assess accuracy of hours worked data ([Discover eClock](#))

Review labour deployment

- Review your budget and adjust forecasted labour costs and assumptions in line with NMW and NIC updates
- Optimise rotas by scheduling the right team to maximise profitability
- Review hiring plans and consider hiring apprentices
- Use tools like sales and labour modelling to map out potential outcomes from scenarios and identify optimal options for your business



Tips
to reducing
labour
costs