

# 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