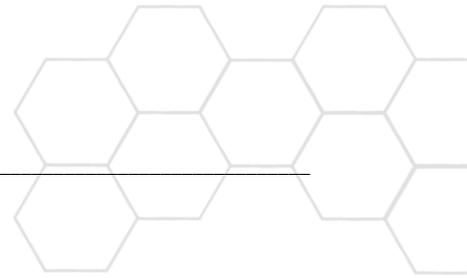




PEOPLE HIVE
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS

MANDATORY HR DOCUMENTS CHECKLIST



(EMPLOYER – UAE)

TRADE LICENSE

Confirms legal authority to employ staff.

EMPLOYMENT CONTRACTS

Must reflect UAE labour requirements.

JOB DESCRIPTIONS

Used for performance management and disputes.

EMPLOYEE PERSONAL FILES

Centralized and confidential.

PASSPORT & VISA COPIES

Required for compliance and audits.

EMIRATES ID COPIES

Mandatory employee identification.

PAYROLL RECORDS

Evidence of salary payment and compliance.

LEAVE RECORDS

Tracks entitlements and prevents conflict.

END-OF-SERVICE TRACKING

EOSB must be calculated accurately and consistently.

-END-

PEOPLE HIVE HUMAN RESOURCES CONSULTANCIES LLC

Free HR Templates | For General Guidance Only

Users are responsible for adapting this template to their jurisdiction and organizational requirements.

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