



WRC Inspection Preparation Checklist

A Practical Checklist For Your WRC Inspection



WRC Inspection Preparation

MSS The HR People

This checklist outlines the key employment records and documentation employers should have available for a Workplace Relations Commission (WRC) inspection.

It's important that you ensure that employment records and payroll information are:

- Accurate, complete and up to date
- In line with Irish employment legislation
- Supported by the required employment documentation
- Inclusive of employee working hours, pay, leave and public holiday records
- Reflective of compliance with minimum employment standards
- Organised and readily available for review by a WRC Inspector

Employers should review this checklist regularly to identify any gaps in their records and address potential compliance issues before a WRC inspection takes place.



- ☐ Employer Registration Number
- ☐ Completed WRC EmployerDetails Form
- ☐ Terms and Conditions for All Employees
- ☐ For All Employees:
 - ☐ Job Title
 - ☐ Job Description
- ☐ List of All Employees:
 - ☐ Name
 - ☐ Address
 - ☐ PPS Number
- ☐ For All Employees:
 - ☐ Commencement Date
 - ☐ End Date - *If Applicable*
 - ☐ Termination Date
- ☐ For All Employees, a Record of:
 - ☐ Annual Leave Taken
 - ☐ Public Holiday Benefit
 - ☐ Sick Leave
 - ☐ Hours of Work
 - ☐ Breaks and Rest Periods Taken
 - ☐ Payslips
 - ☐ Sunday Premium
 - ☐ Evidence of Payslips Issued

- ☐ Record of Eligibility to Work in Ireland:
 - ☐ Employment Permit, or;
 - ☐ Evidence Permit is not Required
- ☐ Register of Employees under 18 years
 - ☐ Parental Consent - *If Applicable*
- ☐ Details of Board/ Lodging Provided
- ☐ Record of Electronic Tips Payment





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