**EMPLOYEE CHECKLIST MASTER**

Checklist Name

Location Singapore/India/Others

Options Default/Mandatory/Optional

Client Helius/DBS/… Add Template

Checklist Type onboarding/exit/annual

When before joining/within 30 days of joining/

Within 30days of resigning

Description

Required for EP Yes/No

When dropdown -- before joining within 30 days of joining, before 30 days of resigning, after 30 days of resigning--- dynamically linked to joining date.

**VIEW/MODIFY OF EMPLOYEE CHECKLIST ITEMS**

**ADD CHECLIST TYPE DROPDOWN Region Client**

**View and update onboarding checklist items by Singapore/India/Malasia/A;; DBS/Helius**

DBS

**Checklist Type**

Submit

**Onboarding/exit/annual**

**(work country -- Singapore)**

|  |  |
| --- | --- |
| **S.No.** | **Documents Required Helius Mandatory(M) /**  **Optional(O) Modify template Delete** |
| 1 | Resume X  Delete |
| 2 | Employee Information Form (HR Application) X  Delete  Upload |
| 3 | Passport size photograph X  Delete |
| 4 | First and last page of Scanned Passport X  Delete  Delete |
| 5 | PAN & Aadhar Card (for India Nationals) X |
| 6 | 18 digit number (for China Nationals) X  Delete |
| 7 | FIN or NRIC Card X  Delete |
|  | |
| 8 | 10th Mark list & Certificate X  Delete  Delete |
| 9 | 12th / Matriculation / Intermediate – Mark List & Certificate X  Delete |
| 10 | Graduation – Certificate & Mark List X  Delete |
| 11 | Post-Graduation - Certificate & Mark List X  Delete |
| 12 | Any other Degree / Full time course certificates (if any) X |
| Delete | |
| 13 | Copy of last 3 months salary slip(most recent payslip is must) X |
| 14 | Copy of relieving letter from most recent employer X  Delete  Delete |
| 15 | Copy of appointment letter of immediate previous employment X  Delete  Upload |
| 16 | Company Laptop Issued X |
| 17 | Visiting card issued X  Delete  Delete  Upload |
| 18 | Desk Number X  Delete |
| 19 | Access card X  Delete  Upload |
| 21 | Admin Check Documents X  Delete  Upload |
| 22 | DBS Security Policy with template for employee siganature X |
|  |  |

**TAN HUILIN ONBOARDING CHECKLIST (As a part of Employee Master)**

|  |  |
| --- | --- |
| **S.No.** | **Documents Required Submitted(yes/no)** |
| 1 | Resume Upload |
| 2 | Employee Information Form (HR Application) Upload |
| 3 | Passport size photograph Upload |
| 4 | First and last page of Scanned Passport Upload |
| 5 | FIN or NRIC Card Upload |
| 6 | Graduation – Certificate & Mark List Upload |
| 7 | Post-Graduation - Certificate & Mark List Upload |
| 8 | Any other Degree / Full time course certificates (if any) Upload |
| 9 | Copy of last 3 months’ salary slips Upload |
| 10 | Copy of relieving letter for last 3 employments Upload |
| 11 | Copy of offer or appointment letter for immediate previous employment Upload |
| 12 | Admin Check Documents Upload |

Generate onboarding checklist email

**TAN HUILIN ANNUAL SCREENING CHECKLIST (As a part of Employee Master)**

|  |  |
| --- | --- |
| **S.No.** | **Documents Required Submitted(yes/no)** |
|  |  |
| 1 | Latest Resume Upload |
| 2 | Signed CBS Form Upload |
| 3 | Passport size photograph Upload |
| 4 | First and last page of Scanned Passport Upload |
| 5 | FIN or NRIC Card Upload |
| 6 | Highest degree certificate Upload |

Generate annual checklist email

**TAN HUILIN EXIT CHECKLIST (As a part of Employee Master)**

|  |  |
| --- | --- |
| **S.No.** | **Documents Required Submitted(yes/no)** |
|  |  |
| 1 | Resignation Mail Upload |
| 2 | Approval Mail from the Manager Upload |
| 3 | Timesheet for the last working month with approval from Upload the Manager |
| 4 | Insurance cards |
| 5 | EP, DP cards |
| 6 | No-due or clearance mail from the client Upload |

Generate exit checklist email