

# GREEN JAY'S GUIDE TO... HR FUNDAMENTALS



## Contract of employment

Anyone classed as an employee has the right to a written document that outlines the main rights and responsibilities of their job, if they're employed for more than 1 month. Issuing a clear and legally compliant contract of employment each time you make an offer to a new starter will ensure that this requirement is met.

## Managing Employment Status

The 3 main types of employment status under UK law are; employee, worker and self-employed. Each status has different legal rights and restrictions associated with it so it's important to have clearly defined processes that specifically apply to each group.



## Policies & Procedures

Fair, transparent and easily accessible policies and procedures are essential for organisations who want to support and empower their people. Keeping up-to-date with current and upcoming legislation changes will ensure that your people management is fit for purpose.

## Right to Work in the UK

Organisations have a legal duty to prevent illegal working by carrying out right-to-work checks to ensure prospective employees can legally work in the UK. Ensuring that your onboarding procedures capture this information is a simple way to ensure that you remain on the right side of the law.

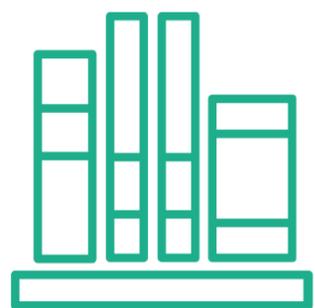


## Managing Personal Data

The General Data Protection Regulation (GDPR) requires organisations with 250 or more employees to document all processing activities but organisations with fewer than 250 employees still have obligations under the regulations. A simple HR data audit can help to identify any gaps in data management processes and ensure that everything is processed as it should be.

## People Analytics

Keeping track of your absence rates, staff turnover, the cost of hiring and training and development spend is important. Understanding your people analytics can help you to predict future spending, reduce time and cost investment in people initiatives and implement strategic people management approaches specifically targeted towards your organisation.



**Green Jay can help you to get your HR fundamentals in place**

[hello@greenjaygroup.co.uk](mailto:hello@greenjaygroup.co.uk)  
[greenjaygroup.co.uk](https://greenjaygroup.co.uk)

