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|  | **New Starter Checklist 2** | \\CON-USERSVR08\Home$\admn1557\Desktop\HR logo 2\HR logo\DIGITAL\Human Resources logos_Oxford right_RGB.jpg |

# Checklist 2 – New starter data collection/recording (new starters and rehires)

Use this checklist to ensure all the required data has been recorded for the new starter; whether completed by the new starter in HR Self-Service or by HR Admins, in some circumstances.

Only enter **all** the details below on a staff member’s behalf where they won’t get access to HR Self-Service and once you have received their completed New Starter Data Collection form.

| Element/step | Applicable to employee/non-employee/worker? | New starter completes in Onboarding? (Y/N) | Auto-updated in record or manual entry by HR Admin? | PeopleXD guide | Checkmark |
| --- | --- | --- | --- | --- | --- |
| **Personal details** | All | Y | Auto, except name and NI No. | [Add and manage personal details](https://hrsystems.admin.ox.ac.uk/new-appointments#collapse2448176) |  |
| **Contact details** | All; if required | Y | Auto |  |
| **Emergency Contact** | Employee/worker | Y | Auto |  |
| **Bank details** | All (exceptions may apply to non-employees) | Y | Auto |  |
| **Highest academic qualification** | Employees only | Y | Manual |  |
| **Academic teaching qualifications** | Employees, if applicable | Y | Manual | [Add and manage UDFs](https://hrsystems.admin.ox.ac.uk/add-and-manage-udfs-in-peoplexd) |  |
| **Academic discipline and/or research subjects** | Employees/  workers, if applicable | Y | Auto |  |
| **Previous UK university employment** | Employees only | Y | Auto |  |
| **Clinical details** | Employees, if applicable | N/A | Manual |  |
| **Other details -** *New Starter Additional Details* | Employees/workers | N/A | N/A |  |
| **Record payslip exception** *(essential for staff who won’t get access to HR Self-Service; this can be a temporary arrangement)* | If requested and approved | N/A | N/A | [Capture online payslip exception](https://hrsystems.web.ox.ac.uk/new-appointments#collapse2322611) |  |
| **Most recent previous employment/activity** | All | Y | Manual | [Immediately previous employment](https://hrsystems.admin.ox.ac.uk/add-and-manage-personal-details#collapse4326411) |  |
| **Probation dates** | Employees only | N/A | N/A | [Set up / manage probation](https://hrsystems.admin.ox.ac.uk/new-appointments#collapse2322541) |  |