

PREPARATION CHECKLIST

Before a new location opens

Use this checklist to organise the first conversation with Karma.

01 Workforce roles and joining dates

Notes: _____

02 Site contacts and reporting responsibilities

Notes: _____

03 Attendance and payroll input routes

Notes: _____

04 Establishment and contractor records

Notes: _____

05 Employee support and escalation contacts

Notes: _____

Discuss your requirements

Book a consultation