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COURSE BROCHURE

HR Records, Contracts and Letters Administration Training Course

16 – 20 November 2026
London

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Registered in the United Kingdom and Saudi Arabia

HR Records, Contracts and Letters Administration Training Course

Ref: 1011_38239 **Date:** 16 – 20 November 2026 **Location:** London **Fees:** 5800 GBP

HR Records, Contracts and Letters Administration is a 1-week training course for HR administrators and coordinators who keep personnel files, prepare employment contracts and issue HR letters, and each participant builds an HR Calendar and Document Pack. Accurate employee records now underpin payroll, audits and every people decision, so small filing or wording errors travel far. Jupiter Prime Training delivers this course for the people who keep the HR office running.

Why HR Records, Contracts and Letters Administration Matters Now

Three forces shape HR administration today: the move from paper folders to an HR information system HRIS, rising expectations of employee data privacy, and auditors who test whether a contract, a leave balance and a salary letter tell the same story. Clean records let an organisation answer audits from one folder; poor records create disputed leave balances and letters that contradict payroll. The course draws on ISO 30414, the international guideline for human capital reporting, as a reference for which workforce data must stay reliable.

Who Gains Most from HR Records, Contracts and Letters Administration

- Staff who open, maintain and archive personnel files for every employee
- Coordinators who assemble onboarding paperwork and new-joiner checklists
- Officers who track leave, attendance and absence records against entitlement
- Administrators who draft employment contracts, amendments and HR letters
- HRIS users who enter, correct and extract employee master data

An HR shared-services desk gains most when several members attend together and agree one filing structure, one letter library and one HR calendar.

HR Records, Contracts and Letters Administration Capabilities

Participants learn to run the document trail from offer letter to exit clearance.

- Design a personnel file index with mandatory documents per lifecycle stage — audit readiness
- Apply a contract issue checklist covering clauses, signatures and amendments — line managers and payroll
- Build a library of HR letter templates with approval rules — employees requesting certificates
- Calculate leave and attendance balances and reconcile them with the HRIS — payroll cut-off
- Specify confidentiality and access levels for employee records — data protection officers
- Plan an HR calendar of renewals, probation reviews and reporting deadlines — HR managers

Key HR Records, Contracts and Letters Administration Terms

- Personnel File — the official record of one employee holding identity, contract, appraisal and movement documents across employment.
- Employee Master Data — the core HRIS fields such as name, grade, position and pay elements that every other record relies on.
- Contract Amendment — a signed change to agreed employment terms such as job title, salary or working hours.
- Salary Certificate — an HR letter confirming an employee's position and pay, issued on request for banks or authorities.
- Retention Schedule — a list stating how long each type of HR document is kept before secure archiving or disposal.
- HR Calendar — a dated plan of recurring HR events such as probation ends, contract renewals, appraisal cycles and payroll cut-offs.

HR Records, Contracts and Letters Administration Day by Day

Day 1: The HR Administration Landscape

- Employee Lifecycle Document Map — Which Records Each Stage Creates
- HR Service Catalogue — Response Times for Common Employee Requests
- HRIS Modules and Master Data — Single Source of Employee Truth
- ISO 30414 Reporting Data Needs — Which Records Must Stay Reliable
- HR Office Process Checklists — Consistent Handling Across Administrators

Day 2: Personnel Files and Onboarding Paperwork

- Personnel File Index Design — Mandatory Documents per Employee Category
- Onboarding Document Checklist — Complete Joiner Files Before Day One
- Scanning and Naming Conventions — Fast Retrieval During Audits
- Retention Schedule and Archiving — When Files Move or Get Destroyed
- File Audit Sampling — Finding Gaps Before External Reviewers Do

Day 3: Employment Contracts and Amendments

- Contract Clause Checklist — Probation, Hours, Notice and Benefits Wording
- Contract Amendment Workflow — Approvals for Promotions and Transfers
- Renewal and Expiry Tracking — Avoiding Lapsed Fixed-Term Contracts
- Leave and Attendance Records — Entitlement, Accrual and Absence Codes
- Payroll Reconciliation Routine — Matching Attendance With Pay Inputs

Day 4: HR Letters, Confidentiality and Data Accuracy

- HR Letter Template Library — Salary, Experience and Employment Certificates
- Letter Approval and Signature Rules — Who Signs What and When
- Access Levels and Confidential Handling — Protecting Sensitive Employee Records
- Data Accuracy Checks — Detecting Duplicates and Outdated Master Data
- Employee Query Log — Tracking Requests From Receipt to Closure

Day 5: Practising the HR Calendar and Document Pack

- Joiner Case Simulation — Building a Complete File From Offer Letter
- Contract Change Exercise — Issuing an Amendment and Updating the HRIS
- Letter Request Drill — Producing Three Certificates Against Approval Rules
- HR Calendar Build — Probation, Renewals, Appraisals and Payroll Cut-Offs
- HR Calendar and Document Pack — Final Assembly and Peer Check

Applying HR Records, Contracts and Letters Administration After the Course

- Run a file audit sample of twenty personnel files against the new index and close every gap found.
- Load contract expiry and probation dates into the HR calendar and share it with line managers.

HR Records, Contracts and Letters Administration Questions FAQ

What is HR records, contracts and letters administration and why does it matter now?

It is the daily work of keeping personnel files, contracts and HR letters accurate. It matters now because HRIS records, payroll and audits share the same data.

Which roles gain most from HR records, contracts and letters administration training?

HR administrators, coordinators and officers gain most. Anyone who keeps files or issues certificates, in a hospital or a manufacturing plant, applies the checklists directly.

How does HR records, contracts and letters administration differ from a strategic HR course?

It focuses on the documents and system entries behind each employee, not on HR strategy or workforce planning.

What do you bring back from HR records, contracts and letters administration training?

You bring back a personnel file index, a contract issue checklist, a letter template library and a dated HR calendar.

HR Records, Contracts and Letters Administration: The Way Forward

The HR Calendar and Document Pack gives an HR office one place for file standards, contract checklists, letter templates and dated deadlines. Its first use is deciding which expiring contracts and probation reviews need action this month. Administrators, payroll staff and line managers all work from it. After the first quarter, revisit the retention schedule and letter approval rules as volumes and HRIS fields change.