



## Getting started checklist

Do you have your personal Payroll / PIN Number to Sign ON & OFF duty and to make scheduled safety calls: NO please contact HR Dept	
Do you hold the below Stone uniform?	
Minimum issue: 3 x shirts, 2 x trousers, 1 x fleece, Epaulettes (one pair), 1 x tie. NO please contact HR Dept	
Have you provided a P45? NO please contact the Payroll Dept	
Have you changed any standing orders or direct debits to the 15th of the month? You are paid on the 10th of each calendar month for all hours completed within the previous month. NO please contact your bank	
Do you hold an SIA license to display or LDN (License Dispensation Notice)? NO please contact HR Dept	
Do you hold Stone ID (identification) card? NO please Supply Passport Picture	
Have you received suitable Induction Training? NO please contact HR Dept	
Can you successfully book ON & OFF duty with your personal Payroll / PIN number? NO please contact HR Dept	
Do you know your roster and work hours? NO please contact the Control Room number NO please contact HR Dept	
Have you received a Team Handbook & Copy Contract? NO contact HR Dept	

Please complete & return where required to 0151 329 2054  
or email to [info@stonesecurity.co.uk](mailto:info@stonesecurity.co.uk)