

Employee Record

HR employee master list for all staff.

HOW TO USE

1. Enter your business name and the date updated at the top of the Employee Record sheet.
2. Fill in one row per employee. Blue cells are your inputs.
3. Use the Status dropdown to mark employees as Active, On leave, or Left.
4. The colour band at the top counts your totals automatically.
5. NI numbers are sensitive personal data. Keep this file secure and restrict access.
6. Use the Contract Type and Pay Type dropdowns for consistency.

CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to start your own entries. The white calculated cells look after themselves.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You are welcome to keep it or remove it from Page Layout, Page Setup, Header/Footer.

NOTES

Blue cells are your inputs. White cells are calculated or fixed. Do not type over calculated cells. Sheet protection is on, so only blue cells can be edited. To unprotect, use Review, Unprotect Sheet (no password).

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

aligned.tax

MTD for Income Tax bridging and compliance for sole traders and landlords.

Employee Record

Add your logo here

Business name: Example Ltd

Date updated: 25/06/2026

TOTAL EMPLOYEES	ACTIVE	PART-TIME	DATE UPDATED
15	11	3	25/06/2026

Emp No	Full Name	Job Title	Department	Start Date	Contract Type	Hrs/Week	Annual Salary / Hourly Rate	Pay Type	NI Number	Emergency Contact	Emergency Phone	Status
EMP001	Sarah Mitchell	Operations Manager	Operations	01/03/2019	Permanent	37.5	£52,000.00	Annual salary	NR 12 34 56 A	David Mitchell	07700 900123	Active
EMP002	James Thornton	Software Developer	IT	15/06/2020	Permanent	37.5	£48,000.00	Annual salary	NR 23 45 67 B	Linda Thornton	07700 900234	Active
EMP003	Priya Kapoor	HR Coordinator	Human Resource	01/09/2021	Fixed-term	37.5	£32,000.00	Annual salary	NR 34 56 78 C	Raj Kapoor	07700 900345	Active
EMP004	Ben Williams	Sales Executive	Sales	10/01/2022	Permanent	37.5	£35,000.00	Annual salary	NR 45 67 89 D	Emma Williams	07700 900456	On leave
EMP005	Fiona Clarke	Marketing Assistant	Marketing	01/04/2022	Part-time	20	£13.50	Hourly rate	NR 56 78 90 E	Tom Clarke	07700 900567	Active
EMP006	Mohammed Patel	Finance Analyst	Finance	07/08/2018	Permanent	37.5	£44,000.00	Annual salary	NR 67 89 01 F	Aisha Patel	07700 900678	Active
EMP007	Laura Henderson	Customer Service Adv	Customer Service	15/11/2020	Zero hours	0	£11.44	Hourly rate	NR 78 90 12 G	Mark Henderson	07700 900789	Left
EMP008	Daniel Nguyen	IT Support Technician	IT	02/02/2021	Fixed-term	37.5	£28,000.00	Annual salary	NR 89 01 23 H	Ha Nguyen	07700 900890	Active
EMP009	Karen O'Brien	Accounts Payable Cler	Finance	01/07/2019	Permanent	37.5	£30,000.00	Annual salary	NR 90 12 34 J	Patrick O'Brien	07700 900901	Active
EMP010	Ryan Blackwood	Warehouse Operative	Logistics	20/05/2023	Part-time	25	£12.50	Hourly rate	NR 01 23 45 K	Carol Blackwood	07700 900012	Active
EMP011	Gemma Forsythe	Receptionist	Administration	03/01/2020	Permanent	37.5	£26,000.00	Annual salary	NR 12 34 56 L	Neil Forsythe	07700 900113	Left
EMP012	Tariq Hassan	Logistics Coordinator	Logistics	11/09/2022	Permanent	37.5	£38,000.00	Annual salary	NR 23 45 67 M	Sara Hassan	07700 900224	Active
EMP013	Diane Sutton	Quality Controller	Operations	15/03/2021	Part-time	22	£13.00	Hourly rate	NR 34 56 78 N	Paul Sutton	07700 900335	On leave
EMP014	Chris Elliot	Sales Manager	Sales	01/06/2017	Permanent	37.5	£58,000.00	Annual salary	NR 45 67 89 P	Julie Elliot	07700 900446	Active
EMP015	Natasha Yeboah	Graduate Trainee	Human Resource	05/09/2023	Fixed-term	37.5	£24,000.00	Annual salary	NR 56 78 90 Q	Joseph Yeboah	07700 900557	Active
TOTALS	15											

All statuses assigned

Keep this document secure. NI numbers are personal data.