



◆ CHECKLIST FOR ESTABLISHMENTS · EMPLOYEE FILE

Employee file checklist

What the employee file and records contain under Article 17 of the Labor Law and Articles 5 and 6 of its Executive Regulation, with the article for each item. Tick each item the file holds; the file may be on paper or electronic (Executive Regulation, Article 5).

Saudi Labor Law as amended, in force since 19 February 2025

The worker's file**What the file itself holds**

- ☐ The worker's data (Executive Regulation, Article 5).
- ☐ The worker's address, to which a penalty notice is sent by registered letter if the worker refuses to receive it or is absent (Article 72).
- ☐ A copy of the employment contract, which is written in two copies, one for each party (Article 51).
- ☐ Any certificates or documents the worker provides, all of which are returned when the contract ends (Article 64).

The employment contract**The contract, in the file and on Qiwa**

- ☐ Documented electronically through the Ministry's approved platform, which is Qiwa (Executive Regulation, Article 18).
- ☐ On the unified model for its type, with the basic data and each party's rights and obligations (Article 52).
- ☐ Written in Arabic; if a foreign language is used alongside it, the Arabic text is authoritative (Article 9).
- ☐ Any probation period stated expressly and with a defined length, not exceeding 180 days in total (Article 53).
- ☐ For a non-Saudi: a written, fixed-term contract (Article 37).

Establishment records**The worker's data in the establishment's records**

- ☐ Workers' names list: occupation, age, nationality and ID number, plus work permit number and date for non-Saudis.
- ☐ Wages statement: wages, the dates they were received, any deductions and the reason.
- ☐ Attendance register.
- ☐ Fines register, if a fine is imposed: name, wage, amount of the fine, reason and date.
- ☐ A posted schedule of working hours, rest periods and the weekly rest day (Article 17).

The first four items come from Article 5 of the Executive Regulation, which also lists a Saudi training register and, where occupational disease is possible, a medical examination register.

Discipline and performance**If a penalty is imposed, and performance reports**

- ☐ Minutes recording that the worker was notified in writing of the allegation, questioned and heard in defence, placed in the worker's personal file (Article 71).
- ☐ The penalty decision notified to the worker in writing (Article 72).
- ☐ In establishments using the unified regulation: a penalty sheet for each worker, kept in the worker's service file (unified regulation, Article 69).
- ☐ Also in those establishments: a performance report at least once a year, with a copy given to the worker (unified regulation, Articles 18 and 20).

Platforms

What links the file to the platforms

- ☐ An active contract on Qiwa, with occupation, wage and qualification data updated when they change (Ministerial Decision No. 75506).
- ☐ The worker's GOSI subscription, which follows automatically once the contract is documented on Qiwa, according to the Ministry's procedural guide.
- ☐ A work permit for a non-Saudi (Article 33).
- ☐ In establishments using the unified regulation: health insurance for all workers as the Cooperative Health Insurance Law provides, and their subscription in the occupational hazards branch (unified regulation, Article 49).

Watch points

What is not kept, and what is handed over at the end

- ☐ The employer does not keep a non-Saudi worker's passport, iqama or medical insurance card (Executive Regulation, Article 6).
- ☐ A service certificate on the worker's request, free of charge, showing the start date, the end date, the occupation and the last wage (Article 64).
- ☐ Return of all certificates or documents the worker deposited, when the contract ends (Article 64).

Common misconceptions

- ◆ "Only a paper file counts." Article 5 of the Executive Regulation accepts records and files on paper or in electronic form.
- ◆ "Keeping the worker's passport protects the establishment." Article 6 of the Executive Regulation says the employer must not keep the passport, iqama or medical insurance card.
- ◆ "A signed paper contract replaces Qiwa." Article 18 of the Executive Regulation requires contracts to be documented electronically through the Ministry's approved platform.
- ◆ "Minor violations need no record." Article 71 allows oral questioning for minor violations whose penalty does not exceed a warning or a fine of no more than one day's wage, but requires it to be recorded in the minutes.

Limits of this checklist

- ◆ The checklist rests only on the texts cited. Other laws, or decisions specific to an activity, may add requirements.
- ◆ Items attributed to the unified regulation apply to establishments that have adopted it.
- ◆ The checklist is a tool for awareness and organisation; it gives no view on whether a particular file is complete or on any dispute.