



WorkerShield Cyprus

Get Started Pack

Know Your Rights. Understand Your Options.

Employment Rights Are Law.

Every Worker Is Protected.

Every Employer Is Responsible.



Basic Information to Gather

About You

- Full name
- Phone or email
- Social Insurance Number, if available
- Tax Identification Number (TIN), if available

About Your Employer

- Employer name
- Business name
- Hotel, restaurant, bar or café name
- Employer registration number, if available
- VAT number, if available

About Your Job

- Job title
- Start date
- End date, if no longer employed
- Whether you are still working there
- Usual weekly hours
- Monthly pay or hourly rate

Do not worry if you do not have everything. WorkerShield can still help you get started.



Helpful Documents

● Employment contract

● Payslips

● Bank statements showing wage payments

● Work schedules or rotas

● Timesheets

● Holiday records

● Warning letters

● Dismissal letters

● Final settlement documents

● Employer emails

● WhatsApp or SMS messages

● Photos or screenshots

Only upload documents related to your workplace issue. Do not upload passports, ID cards, medical records, or unrelated personal documents unless specifically relevant.



Do Not Worry If You Have No Documents

Many workers do not have a written contract, payslips, or official employment records. You can still begin with WorkerShield.

Other information may help, including:

- Bank payment records
- WhatsApp messages
- Photos of work schedules
- Names of witnesses
- Notes of hours worked
- Personal records of shifts
- Dates of important conversations
- Details of what happened

Your story matters. WorkerShield helps organise the information you do have.



What WorkerShield Can Help With

Unpaid wages

Missing payslips

Holiday pay

Overtime

Final pay

Written employment
terms

Sunday work

Public holiday work

Wage deductions

Dismissal concerns

Harassment or
discrimination

Unsafe working
conditions

WorkerShield helps identify possible employment rights issues and what information may be needed next.



Your Path Forward

1

Step 1 — Assessment

WorkerShield reviews your information and identifies possible employment rights issues.

2

Step 2 — Resolution Letter

A professional letter can be created to help you seek clarification directly from your employer.

3

Step 3 — Claim Ready Pack

If the issue is not resolved, WorkerShield can help prepare a structured pack for the relevant authority, trade union, or legal advisor.

WorkerShield is not a law firm. WorkerShield provides employment rights information and case preparation support. The information provided is for educational and informational purposes only and does not constitute legal advice. For advice specific to your situation, consult a qualified advocate licensed in the Republic of Cyprus.