New Hire Checklist

☐ Workers Comp required when there is one or more employees (full or part-time)
☐ I - 9’s or Documents verifying Employment Eligibility
☐ W-4 for IRS
☐ Register with NH Employment Security within 30 days of first providing employment
☐ New Hire Reporting (NH Employment Security)
☐ Written Notifications signed by the employee
  ☐ Rate of pay - Hourly / Salary, Commissions, Piece rates, Flat rates
  ☐ Payday
  ☐ Fringe Benefits Policy
☐ Youth Employment
  ☐ (12-15) Certificates
  ☐ (16-17) Parental Permissions
  ☐ Allowable hours of work
  ☐ Hazardous Orders
☐ Payroll information
  ☐ Written Authorization for legal deductions under RSA 275:48
☐ Payment Options
  ☐ Paper Check
  ☐ Direct Deposit
  ☐ Paycard

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