

## **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