

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
- Waivers as applicable (lunch, day of rest, hours for nurses)