

BUSINESS BEST PRACTICES

Your New Hire Checklist

Best Practices for Your Business

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Bringing a new employee onto your team is an exciting milestone for any business leader. But if you're new to the process, there can be a lot to remember.

As you get up to speed, use this checklist to keep track of some of the key steps in making new hires. These include:

- 1. New Hire Paperwork**
- 2. Pay Practices**
- 3. Benefits**



This Checklist Is Interactive!

The  icon indicates a clickable page.

* This checklist is not exhaustive. This material has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for, legal or tax advice. If you have any legal or tax questions regarding this content or related issues, then you should consult with your professional legal or tax advisor.



1. New Hire Paperwork

- Provide an offer letter and job description.** Congrats! Now that your candidate has accepted the job offer, send a letter that includes the key terms and conditions of employment for him or her to sign. Don't forget to include a description of essential functions of the position that the employee must be able to perform, whether that is with or without reasonable accommodation.
- Submit an I-9 Form/E-Verify.** Regardless of whether your company uses E-Verify, all employees are required to complete Form I-9. They also have to give documentation verifying their identity and authorization to work in the U.S.
- Distribute the employee handbook and get an acknowledgement of receipt.** Offering an employee handbook helps new employees understand what the company expects of them, and vice versa. After employees receive a copy of the handbook, have them sign an acknowledgment of receipt.
- Provide wage notices.** More than a dozen states require employers to provide employees with written notices regarding wages. Find out what your state and local laws require.
- Complete tax withholding forms.** Most employees should complete a Form W-4, which designates the appropriate amount of federal tax withholding. And, if applicable, they may also need to fill out a state tax withholding form.
- Notify employees of available benefits.** Employees should receive a health insurance exchange notice. That information includes whether or not you offer group health insurance benefits. If you do offer benefits, give employees benefits enrollment paperwork, which includes additional required notices.



- Check for additional state and local laws.** Many states and local jurisdictions will require you to distribute additional forms and notices to new hires.

2. Pay Practices

- Classify employees as exempt or non-exempt.** Determine whether the position should be classified as exempt or non-exempt. Exempt employees are exempt from applicable minimum wage and overtime requirements, including applicable federal, state, and local laws.
- Establish pay schedules and report wages.** Your company should have established workweeks and regular pay days, as well as systems for employees to record work time and time off. Make sure to also have systems for wage payments and distribution of wage statements as required by the FLSA and applicable state law.

3. Benefits

- Determine mandatory benefits.** Determine which benefits you're required to provide, such as workers' compensation and unemployment insurance. Some states require disability benefits as well.
- Give details on benefits and leave policies.** Explain benefit offerings to your new hires, including any relevant vacation and paid sick leave policies.
- Provide benefits notices.** Provide appropriate benefits notices as explained above.

Resources for Further Learning

Grow your business (and your team) with confidence.

Be sure to check out our additional resources on how to successfully expand your team. You'll find plenty of helpful, actionable tips that will help in-person and remote teams alike!

- [How To Hire For Startups At Every Level](#)
- [Hiring Remote Employees In A New State: Know The Rules](#)
- [Virtual Onboarding Checklist](#)
- [Breaking Down Virtual Onboarding Best Practices](#)



Want To Get Started?

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