

You Have a New Hire....Now What?!

Once the individual is hired, the next phase is the new hire paperwork completion. New hire paperwork includes mandatory federal and state forms as well as documents specific to the store. The new employee must also complete certain paperwork so that they can enroll in the benefits, if applicable, and be added to payroll. It is wise for you to have a checklist to ensure that they have every essential document prior to or on the employee's first day of work. While there may be some differences in the specific paperwork for each store, in general, new hire paperwork includes the following:

- Employment Eligibility Verification Form I-9 (Form I-9) ***must be completed within 3 business days of date of hire***
- Federal and state payroll tax forms
- Benefit enrollment forms, if applicable
- Payroll direct deposit authorization form
- Employee personal data form
- W-4 and if applicable State W-4
- Statement acknowledging receipt of employee handbook, including an acknowledgment of the employee's obligation to understand its contents
- Conflict of Interest policy
- Sexual Harassment Policy
- Confidentiality and Nondisclosure Policy
- Ethics Policy.

Form I-9

You are required to verify an employee's identity and eligibility to work in the US. In order to do so, employers and employees are required to fill out a Form I-9 <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>. As part of the Form I-9 verification process, an employee must provide you with certain documentation that establishes the employee's identity and employment status. We recommend keeping all employee I-9's in a separate folder/binder. Why? Because if you would be audited you can pull that information and only that information, if you keep it in a personnel file, that file is now subject to an audit/review as well.

Federal and State Tax Forms

Form W-4

You must provide a current-year [Form W-4 \(PDF\)](#) to new employees on or before their first day of work to determine the correct amount of federal income tax to withhold from the employees' pay. Employees must complete the form and submit it to you. You must keep the completed forms on file (**do not file them with the IRS**).

Starting January 1, 2020, you must provide new employees hired on or after that date the new version of IRS Form W-4 (dated 2020, or later in subsequent years). The new form eliminates withholding allowances and is titled Employee's Withholding Certificate (pre-2020 versions are titled Employee's Withholding *Allowance* Certificate).

In addition to the federal Form W-4, most states have their own W-4 version.

Illinois: [Form IL-W-4 - Illinois.gov](#)

Minnesota: [Form W-4MN | Minnesota Department of Revenue](#)

North Dakota: Uses the Federal form. No separate state form.

South Dakota: N/A No state income tax

Wisconsin: [Form WT-4](#)

Payroll Direct Deposit Authorization Form

Direct deposit offers employees a safe and hassle-free way to have their pay electronically deposited into a bank account, or even multiple bank accounts, of their choice. In order to take advantage of direct deposit, an employee has to complete a Payroll Direct Deposit Authorization Form. This form authorizes you to make deposits into the employee's personal bank account. In addition to their personal information (i.e. name, address, telephone number), employees will be required to provide their banking information, including the name of their financial institution, their personal bank number and the bank's routing number. New employees will also have to provide the type of account to which the deposit is being made and possibly a voided check.

Benefit Enrollment Forms (if applicable):

- Health benefits including medical, dental and vision programs;
- Retirement plans to help employees save for retirement;
- Tax advantaged plans, such as flexible spending accounts;
- Individual and supplemental life insurance plans;
- Income protection plans such as short-term disability;
- Paid holidays, paid sick days and paid vacation time; and
- Various wellness benefits.

You may also offer employees the opportunity to cover dependents on various benefit plans. Further, some of the benefits offered, such as life insurance, will ask employees to name a beneficiary.

To ensure that employees select the proper coverage, you should provide new employees with a comprehensive summary of their benefits program, in addition to ensuring they know what information is necessary to enroll.

Employee Personal Data Form

In order to properly set up employee payroll and benefit records, you can request that the new employee complete an employee personal data form. Having employees complete this form will help to ensure that you are capturing all of the information necessary to establish an employee record.

You may use the information on this form to set up the official employee record, the information requested can vary, but generally includes the following:

- Personal employee information, such as name, social security number, date of birth, gender, marital status, home address and telephone number, mobile telephone number and email address;
- Emergency contact information;
- Information on professional licenses and certifications.

The employee personal data form will usually include a section to be completed by you or designated individual that may include:

- Date of hire;
- Employment status;
- Work location;
- Supervisor name;
- Salary;
- Job title and job code number; and
- Employee identification number.

A challenge is ensuring that the employee personal data form is accurately maintained. The employee personal data form can be used to update employee information as appropriate. For example, the employee personal data form can be used to update:

- Personal information such as address changes;
- Changes in employment status, for example, transfer from full-time employment to part-time employment; and

- Changes in salary.

Store specific documents and forms are usually given to an employee on or shortly after his or her first day of work. This information is provided to new employees in an effort to communicate your policies and procedures and to begin orienting new employees to the organization's culture. Store specific documents may vary, and may include the following:

- Employee Handbook;
- Conflict of Interest Policy;
- Harassment/Sexual Harassment Policy;
- Confidentiality and Nondisclosure Policy; and
- Code of Ethics.

While the above policies are usually included in the employee handbook, many will also provide them to new employees on their first day of work or at a new employee's orientation program. Due to the importance of these policies, a new employee is usually asked, following his or her review of the policies, to sign individual acknowledgement forms stating that he or she understands and agrees to abide by each individual policy.

The employee handbook will usually include a statement acknowledging receipt of the employee handbook. In addition, if the new hire is at-will, the employee handbook should also contain a prominent disclaimer that the employment is at-will and the handbook is not an employment contract. The employee should sign the disclaimer acknowledging receipt of understanding of the disclaimer.