

Guide to Hiring Your First Employee

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Use this checklist to assist you with hiring your first and future employees.

Mandatory Requirements

- W-2
- State tax form
- I-9
- NC New Hire Reporting
- Workers Compensation insurance if 3 or more employees

Things to Think About

- Processing payroll – retain a vendor or do it independently
- Automatic deposit of paychecks
- Keeping track of time – required if you have non-exempt employees
- Employee handbook – establishes vacation policy, hours of operation, etc.
- Employment posters for workplace

Send Offer Letter to the Candidate. The Offer Letter Should Include:

- Job title
- Start date
- Salary or hourly rate
- Work schedule
- Full-time or part-time
- Copy of company's confidentiality agreement (should be completed and returned before employment starts)
- Exempt or non-exempt (see https://www.dol.gov/whd/overtime/fs17a_overview.pdf)
- Request employee to bring voided check to first day of employment (if doing automatic deposit for payroll)
- Request employee to bring identification to satisfy I-9 requirement on first date of employment (<https://www.uscis.gov/i-9-central/acceptable-documents>)
- Specify date offer letter and confidentiality agreement must be returned

Employee Start Date

- Forms to provide to employee on first day: I-9 form, W-2, state tax form, employee information sheet
- Verify and copy two forms of ID (driver's license, SS card)
- Explain policies and procedures (leave, tardiness, work schedule, PTO/vacation)
- Provide employee handbook and collect acknowledgement (if applicable)
- Collect employee information sheet
- Collect and process I-9
- Collect tax forms
- Collect executed confidentiality agreement (if not previously returned)
- Collect direct deposit form with voided check (if applicable)
- Provide computer logon information, email, passwords, access code, etc.
- Create employee file and save completed documents (keep I-9 separate from general employment records)

For further information or to answer other employment-related questions, please contact Hutchison PLLC's employment law practice.

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