



NEW EMPLOYEE CHECKLIST

GENERAL REQUIREMENTS

- Workers Comp Coverage, required when one or more employees, full or part-time. *RSA 281-A:5*
- Documents verifying employment eligibility, i.e., I-9. *RSA 275-A:4-a*
- W-4 for IRS
- Register with NH Employment Security within 30 days of first providing employment
- Report new employees to NH Employment Security
- Mandatory State & Federal Posters. Print @ www.nh.gov/labor
- Secretary of State office, register business, additional information

EMPLOYER SPECIFIC

- Written Notification Form, signed & dated by all employees. Sample Form @ www.nh.gov/labor. *RSA 275:49*
 - Rate of pay - Hourly/Salary, Commissions, Piece rates, Flat rates. *RSA 275:49*
 - Established and Posted Payday. *RSA 275:49*
 - Written Fringe Benefits Policy - How benefits are accrued, how they are to be used, and how they can be lost, i.e., termination or resignation. *RSA 275:49*
- Accurate and Legal Time Recording Procedures & Protocols. *RSA 279:27. Administrative Rules Lab 803.01(g); Lab 803.03(f) & (g)*
- Written Authorization for legal deductions. *RSA 275:48*
- Partnership with local bank for free check cashing. *RSA 275:43*
- Safety Program & Manual, Safety Committee (Joint Loss Management Committee), and Safety Summary Form on File with NHDOL when 15 or more EE's. *RSA 281-A:64*
- Proper Classification of employees – Misclassification. *RSA 281-A:2, VI(d)*
For Salaried Exempt vs. Salaried Non Exempt employees, call USDOL (603) 666-7716

YOUTH EMPLOYMENT

- 12-15 yr. olds, Youth Certificates due within 3 days of first day of employment. *RSA 276-A:5*
- 16-17 yr. olds, Parental Permission Form due prior to or on first day of employment. *RSA 276-A:4, VIII.*
- Youth Hours & Hazardous Occupations for 14/15 yr. olds & 16/17 yr. olds. Also see state & federal requirements www.nh.gov/labor and Child Labor Bulletin 101. *RSA 276-A:4, 276-A:13.*
- NHDOL Approved “**School to Work Program**”; Worksite Pre-Screen Form – Review @ www.nh.gov/labor. *RSA 279:22a*

PAYMENT OPTIONS

- Permission required by NHDOL to pay wages other than weekly, i.e. semi-monthly or monthly. *RSA 275:43*
- Paper Check - Required Offering To Employees. *RSA 275:43*
- Direct Deposit – Cannot Be Mandated. *RSA 275:43*
- Paycard – Cannot Be Mandated. *RSA 275:43*