

Basic Items to Consider when you start Hiring Employees

When hiring employees it is important to make sure that you document and have certain documents on file for now and the future. Remember, you have certain obligations to employees once you decide to hire them. Some simple examples are: payroll, employer taxes, unemployment, worker rights and mandatory benefits.

We highly recommend that you have at least these items and that they are kept in a secured area:

Offer Letter including pay rate, employee FLSA status, the term if applicable, benefits summary, “at will” statement and reporting structure.	This can be a simple letter. Remember this helps minimize confusion which is often the basis of working problems.
IRS W-4 form	Payroll Deductions
DHLS I-9 form	Legally able to work in USA
Emergency Contact Information	
Payroll processing	Consider hiring a payroll company to protect you from payroll mistakes.

After this, I would suggest that you make sure that you have or look into the following:

Legally required Posters	You can get these from services, the Chamber of Commerce, or DOL. Make sure you cover Federal and State
Sexual Harassment Policy	Make sure you have the employee sign a statement and put it in there file.
Receipt for equipment	If you supply an employee equipment such as a cell phone, pager or computer—very important.
Employee Manual	Think of this as a set of working rules. You may need some help to put together a thorough and customized manual.
Benefits (if applicable)	Please make sure that you local community doesn’t have rules. This is particularly true in big cities.
Job Description	Be careful if you decide that you want to use this tool. They can be

	very helpful but sometimes in small companies it can cause more confusion and frustration.
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Try to remember whether you like it or not, employment laws force employers to commit to more than a paycheck when hiring employees. The above is a very rudimentary list of items that you should consider along with others.