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NEW HIRE PAPERWORK

EMPLOYEE	START DATE	WORK STATE	STATUS (FT / PT / EXEMPT)

Item	Due	Owner	Date done	Done
Signed offer letter	Before start			☐
Form I-9 section 1 (employee)	By end of day 1			☐
Form I-9 section 2 (employer)	Within 3 business days			☐
E-Verify (if used)	Within 3 business days			☐
Form W-4 (federal withholding)	Before first payroll			☐
State withholding form	Before first payroll			☐
State new hire report	Within 20 days (some states sooner)			☐
Direct deposit form				☐
Employee information / emergency contacts				☐
Handbook acknowledgment				☐
Confidentiality / IP agreement				☐
Required state notices given				☐
Benefits enrollment				☐
Retirement plan enrollment				☐
Workers comp / safety info				☐
Photo ID badge				☐
Payroll set up				☐
Personnel file created				☐
I-9 stored separately				☐
Other				☐