

New Hire Paperwork Checklist



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A new employee's first day on the job involves meeting new people, learning new tasks—and paperwork. An employer that neglects to provide or obtain all the necessary forms, documents and notices when bringing a new employee on board can set itself up for administrative headaches, misunderstandings, and even legal liability, not to mention the harm to a new employee's all-important first impression of the organization.

The following checklist details the major categories of paperwork for new hires. Not every entry will apply to every employer or every employee, but employers should review these items to evaluate their new hire paperwork process and identify any gaps. In addition, with the growing prevalence of remote work, it is critical for the employer to ensure that it adheres to all applicable state or local laws regarding new hire notices in its remote employees' places of residence, including requirements around electronic communication of required notices.



Identification, Payroll and Tax Documents

- Provide the [Form I-9](#), Employment Eligibility Verification Form to new hires, as well as its instructions. Ensure that both the employee and employer complete their designated sections within the time required by law.
- Require the new employee to complete relevant tax forms, including [Form W-4](#) and any state-required documents. Ensure that remote employees complete the appropriate state documents.
- Provide employee with a [Direct Deposit Authorization Form](#), if desired.
- Obtain the bank name, routing number, account type (checking or savings) and account number the employee wishes to use for direct deposit.
- Obtain any applicable work permits.

Insurance and Benefits Documents

- Provide a comprehensive summary of the employer's benefits program, including health insurance, retirement plans, life insurance, short- and long-term disability coverage and any other available offerings.
- Provide written notice of health care coverage options available through the Health Insurance Marketplace within 14 days of the employee's start date.
- Explain whether there is a probationary period that must be satisfied before new employees become eligible to enroll in the employer's benefit offerings.
- Provide instructions to enroll in available benefit plans.
- Have the new hire designate a beneficiary for insurance and retirement plans.

- Remember to keep sensitive medical information in a separate folder from the employee's personnel folder.

General Information

- Provide an [orientation checklist](#) and discuss each item on the checklist.
- Provide a staff directory, an organizational chart, and a map of physical facilities (if applicable).
- Provide a safety orientation checklist. Review this checklist with the new employee and stress the importance of workplace safety.
- Provide a [job description](#) to be signed to acknowledge that the employee understands the job duties. Make sure this description is clear and detailed, and emphasize that the employer reserves the right to modify it as business needs change.
- Ask the employee to complete a personnel information form. Be sure this form includes only information the employer is legally permitted to request.
- Request the new employee to complete an emergency contact form. Explain what the [emergency contact form](#) will be used for.
- Place all executed forms in the employee's personnel file.

Policies and Notifications

- Provide a notice explaining the provisions of the Family and Medical Leave Act (FMLA) and how to file complaints of violations with the Wage and Hour Division.
- Provide any state- or locality-specific new hire forms or notifications, i.e., wage notifications, family leave notifications, recordkeeping notices or the employer's contact information.

- Provide the employee with copies of the employer's policies if applicable, whether they be separate documents or within an employee handbook, including:
 - At-will employment;
 - Drug and/or alcohol testing;
 - Dress code;
 - Vaccination and/or other COVID-19 control measures;
 - Email and other company-provided technology;
 - Social media;
 - Remote and/or hybrid work;
 - Visitors;
 - Vacation and sick leave;
 - Family and medical leave;
 - Holidays;
 - Prohibited conduct in the workplace;
 - Physical and information security;
 - Confidentiality;
 - Safety;
- Workers' compensation;
- Reasonable accommodations (e.g., for disability or religion); and
- Harassment/discrimination.
- Obtain a signed acknowledgement from the new hire that they received and understand these policies.

Specialized Agreements

- If the employment relationship will be governed by a contract, obtain a signed copy of the contract from the employee.
- Require employees who will be exposed to proprietary and sensitive information to execute a confidentiality or nondisclosure agreement.
- Require appropriate employees to execute a conflict of interest agreement.
- Require appropriate employees to execute intellectual property agreements.
- Require appropriate employees to sign a restrictive covenant.

Additional Resources

[Complete the Form I-9 Process Checklist](#)

[How to Onboard a Remote Employee](#)

[New Hire Paperwork and Notice Requirements by State](#)

[Orient New Hires Checklist](#)

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