**On Boarding Checklist**

**Legal requirements for your checklist**

* Provide your Employer Identification Number (EIN). More than likely, you got your EIN when you launched, but if not, now’s the time since it’s required for any business that has employees. Go to [IRS.gov](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online) to and start registering for your EIN
* Register with your state [Department of Labor](https://workforcesecurity.doleta.gov/unemploy/) (DOL) so you can pay state payroll and unemployment taxes.
* Get workers’ compensation insurance. Many states require that businesses have workers’ compensation insurance, though some will waive it for small employers. It’s best to contact your [local state agency](https://www.nfib.com/content/legal-compliance/legal/workers-compensation-laws-state-by-state-comparison-57181/) to find out if you are required to have a policy. Having coverage is probably something to consider either way since it can help protect both your business and your employees if they get injured on the job.
* Put up your Department of Labor posters. There’s a reason you’ll see DOL posters in the kitchen or break area of an office — eventually everyone heads in there for lunch, coffee, or a snack. And they have to be displayed in a prominent place in your workplace. The best way to find out which posters you need is by using the [eLaws Poster Advisor](https://webapps.dol.gov/elaws/posters.htm" \t "_blank). Be sure to check out your [state’s Department of Labor](https://www.dol.gov/whd/contacts/state_of.htm) website to double-check what you’ll need to post.
* If you’re planning on using contract employees, you’ll also need to have an independent contractor agreement that can be filled out and signed as they come onboard.

## New hire forms

* An [I-9 Employment Eligibility form](https://onpay.com/payroll-software/payroll-tax-forms#i9) should be completed for each employee on their first day. Remind them to bring their IDs to get it done. This form will also need to be retained in a separate file for at least three years after the date of employment or at least one year after termination. Remember, these need to be stored separate from other personnel files.
* Your new hire should [complete their W-4 form](https://onpay.com/payroll-software/payroll-tax-forms#w4) (*and any state withholding tax forms*) on their first day. This paperwork will tell you how much federal and state taxes to withhold from their paycheck. Note that you cannot tell your employees how many allowances to choose on this form.
* Are you bringing on a contractor to help with the workload? They’ll need to [complete a W-9 form](https://onpay.com/payroll-software/payroll-tax-forms#w9) so you can file and send a 1099-NEC come January.
* Your new hire should complete their State W-9 withholding form
* New Hire On Boarding Paperwork

So, how do you classify an employee: employee or contractor? This trips up a lot of business owners, but there are some simple tests to determine the right way to go. If you control how they perform their work, provide their equipment, and offer them benefits, chances are you need to classify that worker as an employee. Still not sure? We’ve got a [deep dive on employee classifications](https://onpay.com/small-business-hr-software/employee-vs-independent-contractor).

**Your back-office checklist for new hires**

* Once you’ve got all the forms filled in return them back to Mac Neal LLC, and we will set them up on your payroll.
* Be sure if your employees would like direct deposit to return the new hire paperwork and a copy of a voided check or a direct deposit form from their bank.
* You’ll need to create a file for each employee to keep all payroll and related records filed in case of a future audit or employment dispute. This should include the employee’s full name, social security number, and mailing address plus payroll-related information such as pay rate, frequency, and authorized deduction information.
* Remember to report that you’ve made a new hire to the [appropriate state agency](https://www.acf.hhs.gov/css/resource/state-new-hire-reporting-websites) within 20 days of their start date.