

Onboarding Compliance 101

Small Business Cheat Sheet

When the time comes to start hiring new employees, it's important to ensure your entire process is compliant. To help you avoid pitfalls during your hiring process, make sure your current onboarding checklist includes these important details.

Making the offer: "You got the job!" is something everyone is excited to hear, but as HR, you have a little more to say. To stay compliant, make sure your job offer specifies:

- The job title and details
- At-will employment or contract-based
- Benefits and salary offered
- A list of applicable contingencies (ex. Background check, drug test, etc.)

New hire paperwork: Streamline the process with BerniePortal and have each new hire complete paperwork online before day one. Outside of employer-specific onboarding documents, BerniePortal includes:

1. Federal W-4 or Employee Withholding Certificate
 - All employees are required to fill this out
 - Employees must complete sections 1 and 5
2. I-9 or Employment Eligibility Verification
 - Section 1 must be completed on the employee's first day of work
 - Section 2 must be completed by the employer no later than the employee's third day of work.
3. State W-4s
 - Alaska, Florida, Nevada, New Hampshire, South Dakota, Tennessee, Texas, Washington, and Wyoming do not require a State W-4.

After the hire:

1. Report the new employee to the state's new hire reporting agency within 20 days of hire.
2. Store I-9s separately from the personnel file.



Want to learn more about how to overcome common pitfalls and recruit the best talent for your organization? Check out our [Hiring Compliance e-book](#).

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