

Basic Items to Consider when you start Hiring Employees

When hiring employees it is important to make sure that you 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
CA DLSE	Notice to Non Exempt Employees
CA Tax Deduction	Employee's Withholding Allowance Certificate
Emergency Contact Information	Emergency Contact Form
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 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 their file.
Receipt for equipment	If you supply an employee equipment such as a cell phone, 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 specific rules. This is particularly true in big cities.
Job Descriptions	Job descriptions can be helpful in small companies it can also cause more confusion and frustration.