



## Mandatory Federal New Hire Documents Checklist

The items listed are either mandatory or highly recommended for all employers. HR compliance is complex, forms are constantly changing, and each practice is unique. To ensure you are fully compliant and to learn more about your state-specific requirements, please contact HR for Health by email at [compliance@hrforhealth.com](mailto:compliance@hrforhealth.com) or calling 877-779-4747 x 1.

- I-9 Form
- I-9 Form Instructions
- Employees Rights and Responsibilities Under E-Verify
- W-4 Form
- State Required New Hire Reporting Form
- Emergency Contact Information
- Notice to Employee Regarding Payment of Wages
- Employee Handbook
- Unlawful Harassment Policy
- At-Will Statement (Except for Montana)
- Notice of Employment – Offer Letter

# Assess risk. Take action. Practice preventative HR care.

You always have options in how to respond to HR mistakes you've uncovered. You'll need to decide for yourself what's practical, what's in your budget, and what's the right thing to do.

Fortunately, HR for Health will be there for you every step of the way to help you navigate these difficult waters. Our automated, cloud-based software will help you scale efficiently, so you can reclaim some precious time and money.

SCHEDULE HR RISK ASSESSMENT CALL

