

NEW HIRE CHECKLIST

This checklist helps you assemble all the employee information you need for Payroll Relief.

For all employees:

- **Basic demographic and employment information.**
- **Hire date; dates for Forms I-9 and W-4.**
- **Federal and state tax information** (filing status, exemptions, additional withholding).
- **Deductions.**
- **Federal and state New Hire Reporting forms** must be filed.

For certain employees:

- **Direct Deposit Authorization Form**
- **Departments** and percentage of time worked for each
- **Overtime rates** for hourly employees
- **Pay schedule** if company pays standard payrolls on multiple schedules
- **Child Support** information if paying electronically
- **Miscellaneous.** Is the employee:
 - Statutory
 - Seasonal
 - Covered by pension plan
 - Exempt from FUTA, SUTA, FICA, social security, and/or workers' compensation