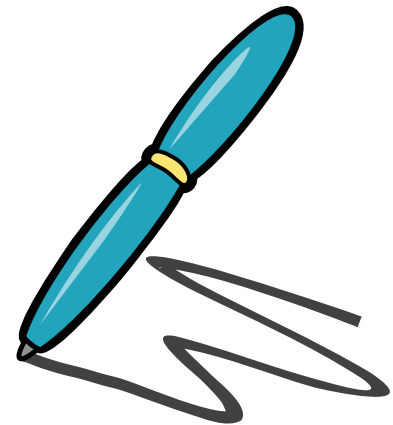


# HR 101 Checklist

As a small business owner or manager, you're used to wearing many hats. Not only are you responsible for strategic oversight and leadership of your business, you're also heavily involved in day-to-day tasks, especially when it comes to HR. Using the checklists below, assess your level of HR compliance and discover where you can elevate your brand further.

## Onboarding Checklist – New Hire Paperwork and Required Notices

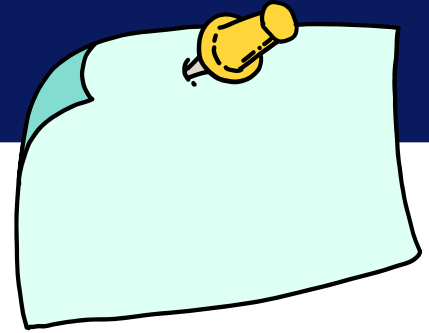
- Employee Application**
  - Includes a resume, if provided
  - Do not accept photos/headshots
  - Do not inquire about wage or salary history
  - Do not request credit history
  - Do not inquire about arrest/conviction records prior to making a conditional offer
  - Do not inquire about disability, workers' compensation, or military history
  - Do not fingerprint applicants or employees
  
- Employee Handbook, Policies, and Other Acknowledgements**
  - At-Will employment disclaimer
  - Has been signed and dated by employee
  - Direct Deposit Form
  - Tip policy/credit acknowledgement
  - Diversity and anti-harassment training acknowledgement
  - Drug and alcohol use policy acknowledgement
  - Confidentiality/non-disclosure/non-compete/non-solicitation for senior level managers (optional)
  - Distribution of employee handbook is highly recommended and required in some



## Federally Required Forms and Notices

- USCIS Form I-9: Employment Eligibility Verification**
  - Should be completed on the first day of employment by employee and hiring manager
  
- IRS Form W-4: Employee's Withholding Allowance Certificate**
  - Must be signed and dated by employee
  
- Fair Credit Reporting Act: For Employers Who Perform Background Checks**
  - Summary of Rights
  - Disclosure Form
  - Authorization Form
  
- Children's Health Insurance Program (CHIP): For Employers Who Maintain Group Health Plans**
  - Employer CHIP notice regarding premium assistance opportunities provided to employee upon hire and repeated annually
  - Documents must not be stapled or binded together
  - Notice provided in appropriate language

\*Note: Additional forms and notices may be required by local and state entities.



## Federally Required Notices to Post At The Work

- OSHA Job Safety and Health
- EEO Is The Law
- Fair Labor Standards Act Minimum Wage Poster
- Employee Rights and Responsibilities Under The Family and Medical Leave Act
  - For employers with 50 or more employees
- Your Rights Under The Uniformed Services Employment and Reemployment Rights Act
- Employee Polygraph Protection Act Poster
- Break Time For Nursing Mothers (optional but recommended)
- IER Right to Work Poster
- E-Verify Participation Poster
  - For employers using E-Verify
- Employee Rights Under The HJ-2B Program
  - For employers hiring non-U.S. Citizens with the H-2B Visa

\*Note: Additional notices and posters may be required by local and state entities.

## Personnel File Compliance Recommendations

- Documents To Include In Personnel Files
  - Employment Application, Job Description and Signed Offer Letter
  - Employee Handbook and Policy Acknowledgements
  - IRS Form W-4 and State Specific Tax Form(s)
  - Performance Evaluations, Disciplinary Forms, and Awards/Citations
  - Diversity and anti-harassment training acknowledgement
  - Benefits Enrollment Documentation
  - Garnishments
  - Employment Termination Notice(s)

\*Note: Additional compliance may be required by local and state entities.

## Separation Checklist: Notices to Departing Employees

- Termination Letter
  - Written notice of termination including date and reasoning\*
- Mutual Separation Agreement ( *optional* )
  - For employees who are separated with a severance agreement

\*Note: Requirements may vary pending local and state regulations



## Am I Ready to Open?

- Do you have an employee handbook ?
- Do your job descriptions create excitement and attract the best people?
- Do your policies protect the company and the employees?
- Do you plan to offer benefits?
  - Employers with 50 or more employees may be required
- Have you established an Employee Value Proposition ?
- Have you researched the employment laws of your state and local ordinances?
- How will you process Payroll?
- Have you established your company's mission, vision , and core values?
- Will you use an any HR Tech?
  - This includes HRIS , SCHEDULING, POS, PAYROLL, etc.
- Have you established progressive coaching policies and practices?
- Who will be responsible for Onboarding New Hires? Are they engaging? Do they embody your core values?
- Do you have worker's compensation insurance?
- Do you have the proper PPE ( Personal Protective Equipment ) for your employees?
- Have you established Diversity Equity Inclusion and Belonging + Anti Harrasment training ?
- Have you established a rewards and recognition process?
- Is all required sinage visible in the restaurant? \*
- Have you created a schedule that is fair and flexible?
- Have all of your employees signed the required notices and policies?\*



\*Note: Required notices, policies and posters may vary state to state.

**Still Need Help? Have a HR Question?  
Let's Talk.**



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