

# STATE LAW CHART: NEW HIRE NOTICES AND FORMS

In addition to mandatory state notices, this overview also includes federal forms and notices as well as suggested (optional) new hire forms that employers must use in their hiring process.

Please note that additional notice requirements and best practices may apply, particularly in industrial workplaces, healthcare and educational facilities, and other workplaces with unique or specific needs. Businesses may also be subject to additional requirements at the local (city, county, and municipal) level.

For example, local ordinances such as "ban the box" and paid sick leave laws may impose additional workplace notice requirements. To determine whether your business is subject to additional local requirements, we also recommend contacting your area chamber of commerce or the appropriate local enforcement, executive, or legislative body (e.g., city council, city labor board, mayor's office).

**New hire reporting:** Employers are required to report their new hires to their designated state agency. Each state has a department for new hire reporting, and employers typically have 20 days to submit a new hire report with their new employee's information (e.g., name, address, and Social Security number).

Reporting deadlines differ, so be sure to check your state's requirements.

## ALABAMA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Alabama)

**Drug-free workplace.** Employers that have established a drug-free workplace, as certified by the Worker's Compensation Division of the Department of Industrial Relations, must provide to employees and job applicants (prior to testing) a onetime written notice that contains the drug testing policy.

**Form A-4** – Employee’s Withholding Tax Exemption Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Alabama Department of Revenue.

**Employer Information Form** – The Alabama Department of Labor provides a form employer must fill out for each minor employee that includes minor employee’s name, address, date of birth, and school.

**Proof of age** – Every employer must require proof of the age of any new employee who is a minor by requiring the minor to submit an age certificate, a copy of the minor’s birth record, a copy of the minor’s driver’s license, or government-issued ID that includes the minor’s name and date of birth.

**Age certificate** – Age certificates are required under the following circumstances: (1) for employees under 16, a list of all such individuals, including an employment certificate; (2) for individuals 16 or 17, an age certificate and; (3) for individuals 18 or 19 who work with any mine, coke breaker, coke oven, or quarry, an age certificate. Age certificates may be obtained through the school system the minor attends.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete (contracts that restrain individuals from exercising a lawful trade or profession are generally void) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## ALASKA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees’ eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee’s Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA’s requirements and may be incorporated into the employer’s leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

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## Required State Notices and Forms (Alaska)

**Notice of pay rate and pay schedule** – At the time of hire, an employer must notify an employee of the rate of pay and day and place of wage payments. This notice requirement may be satisfied by posting an appropriate notice at a conspicuous location at the place of employment.

**Minor work permit** – Minor employees who are 16 and under must have a work permit detailing their job duties, signed by parents granting permission to the minor to work, which includes the minor employee's date of birth, and then is sent to the Alaska Department of Labor for approval.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete (Generally disfavored by Alaska courts and will be strictly reviewed) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## ARIZONA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

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## Required State Notices and Forms (Arizona)

**Employer information notice** – Under the Arizona minimum wage law, in addition to posting a notice informing employees of their rights under the law, employers are required to provide a written notice to each employee, when hired, with the employer's business name, address, and telephone number.

**Form A-4** – Employee's Arizona Withholding Election, required for each new employee so employer may withhold appropriate state income taxes, issued by the Arizona Department of Revenue.

**Paid sick leave notice** – Arizona's Fair Wages and Healthy Families Act requires employers to provide employees, when hired, with a written notice that informs them of their right to earned paid sick time. The notice also must include the amount of earned paid sick time that employees are entitled to accrue; the terms of use guaranteed by Arizona's earned paid sick time laws; that retaliation against employees who request or use earned paid sick time is prohibited; that each employee has the right to file a complaint if earned paid sick time is denied by the employer or the employee is subjected to retaliation for requesting or taking earned paid sick time; and contact information for the Arizona Industrial Commission.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

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**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## ARKANSAS

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee’s Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA’s requirements and may be incorporated into the employer’s leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

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## Required State Notices and Forms (Arkansas)

**Form AR4EC** – Employee’s Withholding Exemption Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Arkansas Department of Finance and Administration.

**Minor work permit** – Employers must submit a work permit for minors under the age of 16 signed by parents granting permission to the minor to work that includes the minor employee’s date of birth and proof of age and then is sent to the Arkansas Department of Labor for approval.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

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**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## CALIFORNIA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee’s Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

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## Required State Notices and Forms (California)

**CDE Form B1-1** – Statement of Intent to Employ a Minor and Request for a Work Permit-Certificate of Age, signed by the minor employee's parent or guardian, providing the minor's date of birth and proof of age and describing the work duties, available from the California Department of Education and then approved by the minor employee's school official.

**CDE Form B1-4** – Permit to Employ and Work, required for all minor employees under the age of 18 and provided by the minor employee's school official after receiving the CDE Form B1-1, Statement of Intent to Employ a Minor and Request for a Work Permit-Certificate of Age, also available from the California Department of Education.

**DFEH-100-21** – California Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave notice, which employers are encouraged, but not required, to distribute a written copy of to each employee explaining the California Family Rights Act and the Pregnancy Disability leave requirements, available from the California Department of Fair Employment and Housing.

(This notice is the same poster employers must post in the workplace.)

**Domestic Violence Notice of Victim's Rights** – Employers with 25 or more employees are required to provide written notice to new employees, plus any employee who requests notice, that explains the employee's right to be free from discrimination or retaliation because the employee is a victim of domestic violence, sexual assault, or stalking and takes time off from work for specified purposes related to addressing the domestic violence, sexual assault, or stalking. Notices are available in English and Spanish.

**Form DE 4** – Employee's Withholding Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the California Employment Development Department.

**Form DE 2515** – Disability Insurance Provisions, outlines California's Disability Insurance program which provides partial wage replacement to employees unable to work because of a non-work-related disability and is funded through a payroll deduction, available from the California Employment Development Department.

**Form DE 2511** – Paid Family Leave, provides information about paid family leave provided for leave to care for family members for up to 6 weeks as part of state disability insurance program available from the California Employment Development Department.

**Form DFEH-185** – Sexual Harassment Fact Sheet which must be provided to all employees, explaining the definition of sexual harassment, what acts are prohibited, and how to file a complaint, provided by the California Department of Fair Employment and Housing. Fact Sheets are available in English and Spanish.

**Prevention of Sexual Harassment Policy** – Employers are required to have a written policy on the prevention of harassment, discrimination, and retaliation. The policy must be provided to employees using one or more of the following methods: in print form with an acknowledgment form for the employee to sign and return; via e-mail with an acknowledgment return form; posting a current version of the policy on a company intranet with a tracking system; discussing the policy with an employee at the time of hire or during a new hire orientation session; and any other way that ensures employees receive and understand the policy.

**Form DLSE-NTE** – Labor Code Sec. 2810.5 requires employers to provide notice to employees of their rate(s) of pay, designated pay day, the employer's intent to claim allowances (meal or lodging allowances) as part of the minimum wage, and the basis of wage payment (whether paying by hour, shift, day, week, piece, etc.), including any applicable rates for overtime, provided by the California Department of Industrial Relations.

**Workers' Compensation** – Employers must distribute to all newly hired employees a "Time of Hire" pamphlet informing them of their rights and obligations under workers' compensation laws, issued by the California Department of Industrial Relations, Division of Workers' Compensation.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** noncompete agreements (note: must be narrowly tailored to protect only the employer's legitimate business interests and have adequate consideration; contracts that restrain individuals from exercising a lawful trade or profession are generally void) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## COLORADO

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Colorado)

**Colorado Overtime and Minimum Pay Standards Order** (COMPS) – regulates wages, hours, working conditions, and procedures for employers and employees subject to the minimum wage law in Colorado. COMPS covers all private sector work, unless specifically exempted. In addition to displaying a COMPS poster in the workplace, where physical posting is impractical (for example, if employees work from home or the worksite lacks a break room), the employer must provide a copy of the COMPS Order or COMPS poster to each employee within the first month of employment. If an employer distributes a handbook, a manual, or written or posted policies to employees, it must include a copy of the COMPS Order or COMPS poster. If an employer requires employees to sign an acknowledgment of receiving those materials, the employer must also require a signed acknowledgment that employees were provided a copy of the COMPS Order or COMPS poster. Employers must make a copy of the COMPS Order or poster available upon any employee's request, and employers must use a Spanish-language version if the employee speaks Spanish. The notice and COMPS Order are available from the Division of Labor Standards and Statistics.

**Pregnancy Accommodation Notice** – State law requires employers to engage in an interactive process to assess potential reasonable accommodations for applicants and employees for any health conditions related to pregnancy and childbirth. Employers must provide employees with written notice of these rights. All new hires should be provided with written notice at the start of employment, and notice must also be posted in the workplace. The notice is available from the Colorado Civil Rights Division.

**Healthy Families and Workplaces Act Notice** – The Colorado Healthy Families and Workplaces Act (HFWA), enacted on July 14, 2020, requires all employers to provide three types of paid sick leave: COVID-19 emergency paid sick leave; paid sick and safe time; and public health emergency paid sick leave. The HFWA requires employers to provide employees with up to 6 days, or up to 48 hours, of earned paid sick leave, beginning on January 1, 2021 for employers with at least 16 employees, and for all other covered employers (regardless of how many employees they employ) on January 1, 2022. In addition to displaying a poster in the workplace, employers must notify its employees, in writing, that they are entitled to paid sick leave. The written notice (INFO# 6A) is available from the Colorado Division of Labor and Employment.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.



**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete agreements (note: these are generally disfavored, and are explicitly regulated by state law) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## CONNECTICUT

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

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### Required State Notices and Forms (Connecticut)

**Form CT-W4** – Employee's Withholding Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Connecticut Department of Revenue Services.

**Family and Medical Leave** – Effective January 1, 2022, Connecticut's Act Concerning Paid Family and Medical Leave expands coverage under the state FMLA to employers with one or more employees. Beginning July 1, 2022, employers will have to provide written notice to new hires and annually thereafter to all employees with information about program entitlements and claims procedures.

**Notice of pay rate and pay schedule** – Employers must (1) advise employees in writing, at the time of hiring, of the rate of remuneration, hours of employment and wage payment schedules, and (2) make available to employees, either in writing or through a posted notice maintained in a place accessible to employees, any employment practices and policies or change with regard to wages, vacation pay, sick leave, health and welfare benefits, and comparable matters.

**Notice of paid sick leave for service employees** – Most employers with 50 or more employees are required to provide paid sick leave to their service workers. Covered employers must, at the time of hiring, provide notice to each employee of the employee's entitlement to sick leave, the amount of sick leave provided, and the terms under which sick leave may be used; that retaliation is prohibited; and that the employee has a right to file a complaint with the Labor Commissioner for any violation of

the law. Employers may comply with the notice provision by displaying a poster in a conspicuous place accessible to employees at the employer's place of business in both English and Spanish. The state Labor Department has issued a poster.

**Pregnancy accommodation** – Connecticut's Act Concerning Pregnant Women in the Workplace requires covered employers to provide reasonable accommodations to employees or applicants for conditions relating to pregnancy, childbirth, or related medical conditions. Employers must provide written notice of these rights to all new employees upon hire and an individual employee within 10 days after she notifies the employer of her pregnancy. Notices are available in English and Spanish.

**Sexual harassment** – In addition to posting a workplace notice about the illegality of sexual harassment and the remedies available to victims of sexual harassment, employers with three or more employees are required to e-mail this information to each employee not later than 3 months after the employee's start date with the employer. The e-mail must include a subject line containing the words "Sexual Harassment Policy." If the employer does not provide an e-mail address, the information must be included on the employer's website if it has one. An employer may also comply with the notice requirement by sending an employee an e-mail, text message, or written statement containing a link to the Connecticut Commission on Human Rights and Opportunities' (CHRO) website. A copy of the poster/notice is available at from the CHRO.

**Age certificate** – Employers must obtain and keep on file a certificate of age document for each minor employee under the age of 18, provided by the minor employee's school district.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form may also include acknowledgment that employment is at will.

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**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete agreements (note: generally disfavored and will be strictly reviewed under Connecticut law) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## DELAWARE

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

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## Required State Notices and Forms (Delaware)

**DE W-4 Employee’s Withholding Allowance Certificate** – Employees who began work on or after January 1, 2020, must complete the state’s new Form DE W-4 for Delaware income tax withholding purposes (Prior to 2020, employees who were subject to Delaware withholding could use either the federal W-4, or they could use the Delaware withholding allowance computation worksheet (Form SD-W-4A) to calculate the appropriate number of allowances for withholding purposes). Employers may continue to rely on federal Forms W-4 for Delaware income tax withholding purposes if they were submitted prior to January 1, 2020. Form DE W-4 is available from the Delaware Department of Revenue.

**Pregnancy accommodation** – The Delaware Pregnant Workers Fairness Act requires employers to provide reasonable accommodations to employees who are limited in their work by pregnancy, childbirth, lactation, or related conditions. In addition to posting a notice in the workplace, employers must provide a written notice of employees’ rights to be free from discrimination and the right to reasonable accommodation to all new employees, upon hire, and must give notice, orally or in writing, to any employee who notifies the employer of her pregnancy within 10 days of receiving such notification.

**Sexual harassment prevention** – Effective January 1, 2019, amendments to the Delaware Discrimination in Employment Act require employers to distribute a sexual harassment prevention information sheet to all new employees, upon hire, and to existing employees by July 1, 2019. The information sheet is available from the Department of Labor.

**Notice of pay rate, pay schedule, and policies** – Employers with four or more employees must notify employees in writing at the time of hire of the employee’s rate of pay; day, hour, and place of payment; and the employer’s policies on vacation pay, sick leave, and comparable matters.

**Work permit** – Employers must have a work permit for employee minors ages 14 to 17, provided by the Delaware Department of Labor.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

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**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete agreements (note: courts will only enforce noncompete agreements if they are narrowly tailored and reasonable) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## DISTRICT OF COLUMBIA

### Required Federal Forms and Notices

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**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required Notices and Forms (District of Columbia)

**Discrimination and tipped worker protections** – The Tipped Wage Workers Fairness Amendment Act of 2018 requires all private sector employers in the District of Columbia to display a poster that notifies employees about a new website that will provide information on their rights and benefits under the District's labor and antidiscrimination laws and how to submit complaints. In addition to the posting, employers also must print all the website information and compile it into a single source, such as a binder, and place it at each location that the poster is displayed. Employers are required to verify on a monthly basis that the printed materials are up to date. The website with printable poster will be created by the Mayor. The Act also provides that any employer that employs tipped workers must provide a written notice to these workers regarding their rights under the law, information about tip-sharing and credit card payments, and be given a tip-out sheet each pay period identifying the amount or percentage of tips. By July 1, 2019, employers that employ tipped workers must also provide mandatory sexual harassment training to all employees and distribute a written copy of the employer's sexual harassment policy to employees.

**Form D-4** – DC Withholding Allowance Certificate, required for each new employee so employer may withhold appropriate D.C. income taxes, issued by the D.C. Office of Tax and Revenue.

**Government contractors** – Government contractors and subcontractors must post a notice informing employees of living wage requirements and information concerning the enforcement of the

living wage requirements, and provide each employee a fact sheet with information on the living wage laws. In addition, government contractors must inform all employees performing government contracts of their rights under the District's whistleblower protection law.

**Notice of pay rate and pay schedule** – the Wage Theft Prevention Amendment Act requires employer to notify employees in writing at the time of hire of their rate of pay, regular payday, and employer contact information. A Notice of Hire to Employees template is provided by the D.C. Department of Employment Services in English and Spanish.

**Pregnancy accommodation** – The Protecting Pregnant Workers Fairness Act requires D.C. employers to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, breastfeeding, or a related medical condition. District employers are required to post an informational poster about the law in English and Spanish within the workplace.

Employers also must provide written notice of an employee's right to reasonable accommodation related to pregnancy, childbirth, related medical conditions, or breastfeeding to all new employees at the start of employment, and to any employee who notifies the employer of her pregnancy, or other condition covered by the Act, within 10 days of the notification. The notice is available from the District's Office of Human Rights.

**Universal paid leave** – the Universal Paid Leave Amendment Act of 2016 provides eligible employees with paid parental, family, and medical leave and wage replacement benefits via a payroll tax set to be implemented no later than July 1, 2019. In addition to posting a notice of employees' rights to take universal paid leave, covered employers are required to provide employees with notice of their rights under the Act (1) when they are hired, (2) to all employees on an annual basis, and (3) to an individual employee when the employer becomes aware that leave is needed. A sample notice is available from the D.C. Department of Employment Services.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete agreements (note: D.C. courts generally view noncompete agreements with disfavor and will strictly review such agreements) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Florida)

**Age certificate** – Employers must obtain and keep on file a certificate of age document for each minor employee between 14 and 17 years old; proof may be a copy of the person's birth certificate, driver's license, military orders, passport, visa, or age certificate issued by the district school board where the minor is employed.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete agreements (note: state law requires such agreements be narrowly tailored to protect only the employer's legitimate business interests and must have adequate consideration) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Georgia)

**Form G-4 Employee Withholding Allowance Certificate** – Employees claim state tax exemptions by filing form G-4 (If there is no G-4, federal information is generally used).

**Wage Payment (Payroll Card Notice)** – Wages must be paid in cash, by check, or other acknowledgment of debt that is payable in cash on demand or with the consent of the employee, by authorization of credit transfer to the employee's account with a bank, trust company, or other financial institution. Employers also may pay employees with payroll cards. An employer must give each current employee an explanation of all fees connected with the payroll card account in writing at least 30 days before the payroll card is active. This notice must be given to new employees at the time of hire. Employees must also be given a form allowing them to opt out of payment by payroll card at the time when the written notice is provided. Employees must be allowed to opt out of payment by payroll card at any time, either with a written request or by handing in the form that authorizes payment by direct deposit.

**Drug testing** – A notice of the employer's substance abuse testing policy must be posted conspicuously on the employer's premises. Before drug testing, employees and applicants must be given a onetime notice of the testing. Additionally, all employees must be given a written policy statement from the employer which contains a general statement of the employer's policy on employee substance abuse.

**Employment certificate** – All minor employees under the age of 18, including those who do not attend school or have graduated from high school must provide employment certificates (work permits) to their prospective employers. The certificate should state the name, date, and place of birth of the minor; the name and address of the parents; and that the minor has appeared and presented the evidence of age. In addition, the minor employee should provide a letter from the school administrator indicating that the minor is enrolled in school full time and has a good attendance record for the current school year. The Georgia Department of Labor provides online instructions and the appropriate form.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete agreements (note: under state law, only noncompete agreements that are reasonable in time, geographic area, and scope of prohibited activities will be upheld) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## HAWAII

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Hawaii)

**Form HW-4** – Hawaii Employee's Withholding Allowance and Status Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Hawaii Department of Taxation.

**Notice of pay rate and pay schedule** – Employers must notify employees in writing at the time of hire of the employee's rate of pay and the day and hour and place of payment and provide to each employee in writing or through a posted notice maintained in a place accessible to employees, policies with regard to vacation and sick leave.



**Employment certificate** – Minor employees who are 14 and 15 should have a Form CL-1 employment certificate, which includes description of job, proof of age, and permission of parent or guardian, available from the Hawaii Department of Labor. Minor employees 16 and 17 may use the Form CL-2/eCL-3, a certificate of age showing proof of age, which can be applied for online.

**Family Leave Law** – In addition to posting a notice, covered employers (i.e., all employers that employ 100 or more employees for each working day during each of 20 or more calendar weeks in the current or preceding calendar year) must notify employees in writing at the time of hire of their rights and responsibilities under the Hawaii Family Leave Law. Information on the Family Leave Law is available from the State of Hawaii Department of Human Resources Development.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## IDAHO

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Idaho)

**Form ID-W4** – Employee’s Withholding Allowance Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Idaho State Tax Commission.

**Notice of pay rate and pay schedule** – Every employer must give notice to its employees at the time of hiring of the rate of pay and the usual day of payment and must provide the information in writing to the employee upon the employee's request.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## ILLINOIS

## Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee’s Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA’s requirements and may be incorporated into the employer’s leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Illinois)

**Form IL-W-4** – Employee’s and Other Payee’s Illinois Withholding Allowance Certificate and Instructions, required for each new employee so employer may withhold appropriate state income taxes, issued by the Illinois Department of Revenue.

**Discrimination** – In addition to displaying a poster on sexual harassment and discrimination in the workplace, all Illinois must include a written copy of the notice in an employee handbook explaining employees’ rights under the Illinois Human Rights Act.

**Sick leave notice** – The Illinois Employee Sick Leave Act requires employers who provide personal sick leave benefits to their employees to permit employees to use at least half of those sick leave benefits to care for a relative. The Illinois Employee Sick Leave Act does not require employers to provide sick leave benefits but rather governs the use of any sick leave benefits offered by an Illinois employer. There are no posting or notice requirements for the Illinois Employee Sick Leave Act at this time. However, employers’ handbook should include updated information about sick and safe leave, even if their handbook already has a paid-time-off (PTO), vacation, or sick leave policy.

**City of Chicago and Cook County Sick Leave** – The Cook County and City of Chicago Sick Leave Ordinances require employers to provide paid sick leave benefits to eligible employees.

- **Cook County:** Employers must provide each covered employee with a notice of sick leave rights by the time they become covered (i.e., when they work 2 hours in Cook County in any 2-week period) or, if later, work for at least 80 hours in any 120-day period. A model notice of rights is not yet available.
- **City of Chicago:** Employers must provide each covered employee with a notice of sick leave rights in the covered employee’s first paycheck subject to the paid sick leave law.

**Pregnancy rights notice** – All employers in Illinois are required to post in a conspicuous location on the premises a notice prepared by the Department of Human Rights and to include in any employee handbook information regarding an employee’s rights under Public Act 98-1050 to the Illinois Human Rights Act regarding pregnancy in the workplace and an employer’s obligation to accommodate pregnancy.

**Notice of pay rate and pay schedule** – Every employer must give notice to its employees at the time of hiring of the rate of pay and the time and place of payment. Whenever possible, the notification should be in writing and acknowledged by both parties.

**Employment certificate** – Each minor employee 14 and 15 years of age must have an employment certificate from school before beginning work. To obtain a certificate, a minor must have a promise of employment from the employer that sets forth the nature of the prospective occupation and the exact hours per day and days per week during which the minor will be employed. Parental consent, proof of age, a statement from the minor’s school, and a physician’s statement of physical fitness are also required.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## INDIANA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Indiana)

**Form WH-4, 48845** – Employee's Withholding Exemption and County Status Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Indiana Department of Revenue.

**Intention to employ** – Employers should provide an Intention to Employ/A1, State Form 896, for each minor employee to provide to the school administrator, available from the Indiana Department of Labor.

**Written parental permission** – Employers should provide a form to be used by a parent/guardian allowing 16- and 17-year-olds to work beyond normal hour restrictions, available from the Indiana Department of Labor.

**Work permit** – Each minor employee between the ages of 14 and 17 must have a work permit issued by an appropriate school administrator providing the name of the worker, the date and place of birth, the name and address of the child's parents, the name and address of the employer and the Intention to Employ, and the nature of the work. The certificate must certify that the child has appeared before the certificate issuer and has submitted proof of age and prospective employment.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete (although they are disfavored by Indiana courts) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## IOWA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Iowa)

**Form IA W-4** – Combined Centralized Employee Registry Reporting Form and Employee Withholding Allowance Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Iowa Department of Revenue.

**Notice of pay rate and pay schedule** – If an employer has been notified by the Iowa Labor Commissioner because the employer has paid a claim for unpaid wages or nonreimbursed authorized expenses and liquidated damages under or if the employer has been assessed a civil money penalty, it must notify new employees in writing at the time of hiring what wages and regular paydays are designated by the employer. All employers are advised to provide this notice.

**Child labor permit** – Each minor employee who is 14 or 15 must follow the Iowa Child Labor Permit instructions, available online, which requires employers to have a child labor permit filled out by the minor and parent/guardian providing the name of the worker, the date and place of birth, the name and address of the child's parents, the name and address of the employer, and proof of age checked, which is then sent for approval to the Iowa Division of Labor.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## KANSAS

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Kansas)

**Form K-4** – Employee's Withholding Allowance Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Kansas Department of Revenue.

**Notice of pay rate and pay schedule** – Upon employee request, a notice of the pay rate, day or place of payment, and other employment practices and policies such as vacation pay and sick leave must be posted or provided in writing to employees.

**Work permit** – Minor employees who are 14 and 15 and who are not enrolled in or attending high school in Kansas must have a work permit.

**Nonsmoking notice** – Kansas' Clean Indoor Air Act bans smoking in any enclosed place of employment, including at access points of all buildings and facilities, with limited exceptions. An access point is defined as an area within a 10-foot radius outside of any doorway, open window, or air intake leading into a building or facility that is not exempt from the smoking ban. In addition to posting a notice in a conspicuous place stating that smoking is prohibited by state law, employers must also communicate the policy to all new employees upon hire and provide a copy of the policy to employees upon request.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## KENTUCKY

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Kentucky)

**Form K-4** – Employee's Withholding Allowance Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Kentucky Department of Revenue.

**Age certificates** – Employers should have proof of age for employees between 14 and 17 proof of age, such as a copy of the minor employee's driver's license, birth certificate, or other government document with date of birth.

**Kentucky Pregnant Workers Act** – Requires written notification be given to all existing employees and to all new employees upon hire. Employers must also post written notice of these rights in the employer's place of business in an area accessible to employees.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete (although they are disfavored by Kentucky courts) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## LOUISIANA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).



**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Louisiana)

**Earned income credit** – Employers must notify new employees whose anticipated wages are below annual minimum income limits (depending on family size) that they may be eligible for the federal earned income tax credit. Any written notice provided by the Internal Revenue Service or the Louisiana Workforce Commission for this purpose may be used to provide notice to employees at the time of hire.

**Form L-4** – Employee's Withholding Allowance Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Louisiana Department of Revenue.

**Intention to Employ** – Employers must fill out an Intention to Employ form for minor employees under the age of 18, which includes the minor employee's date of birth, employer information about the job and employer signature, and parent/guardian consent, available from the Louisiana Workforce Commission. The form is then submitted to the appropriate school board and/or high school for an Employment Certificate.

**Payment of Wages** – An employer must notify employees at the time of hire what wages they will be paid, the method in which they will be paid and the frequency of payment. Employees also must be notified of any changes to these items before the change is made.

**Medical questionnaire** – Employers should ask all new hires to complete a Second Injury Fund Medical Questionnaire, which will provide employers with knowledge about any preexisting medical condition or disability which may entitle employers to reimbursement from the Louisiana Workers' Second Injury Board in the event an employee suffers an on-the-job injury.

**Smoking policy** – Employers must adopt, implement, and maintain a written smoking policy. The Louisiana Department of Health Office of the Secretary provides sample written language and resources to help employees quit smoking.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Maine)

**Form W-4ME** – Employee's Withholding Allowance Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Maine Revenue Services.

**Sexual harassment notice** – Employers must provide all employees at least annually with written notice (such as a policy) explaining the illegality of sexual harassment; the definition of sexual harassment under state law; a description of sexual harassment, utilizing examples; the internal complaint process available to the employee; the legal recourse and complaint process available through the commission; directions on how to contact the commission; and the protection against retaliation (Me. Rev. Stat Title 26 sec. 807). Employers are advised to provide new employees with the information at the time of hire and then annually thereafter.

**Minor work permit** – Minors under 16 years old must obtain a work permit before beginning a job signed by the superintendent of schools and must get a new permit every time they begin a new job until they reach 16 years old, even if they work for their parents.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete (are contrary to public policy and are enforceable only to the extent that they are reasonable and no broader than necessary) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## MARYLAND

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Maryland)

**Form MW507** – Employee's Maryland Withholding Exemption Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Comptroller of Maryland.

**Notice of pay rate and pay schedule** – At the time of hiring, employees must be notified of the rate of pay, the time and place of payment, and leave benefits.

**Minor work permit** – Minor employees between 14 to 17 years old must obtain a work permit that includes minor's date of birth, employer information and duties, and can apply online at the Maryland Division of Labor and Industry. Minor's parents or guardians must sign the permit and provide it to the employer, and the employer signs and retains the permit.

**Earned sick and safe leave notice** – Maryland's Healthy Working Families Act requires employers to provide leave time to employees for illness or other specified personal obligations. Employers must provide employees with written notice of their entitlement to leave and rights under the Act, how earned sick and safe leave is accrued, the purposes for which an employee may use earned sick and safe leave, and the antiretaliation provisions under the Act.

**Health insurance coverage notice** – Each employer shall inform employees on how to file health insurance claims. Employers should keep posted, in places readily accessible to its employees, printed statements about the right to benefits, claims for benefits, and the right of some employees to continuation of health insurance coverage. In addition to posted notice, in accordance with regulations that the Secretary of Maryland adopts, each employer shall also supply to employees copies of printed statements or other material relating to claims for benefits provided to the employer. A copy of the notice to be posted is provided by the Maryland Department of Labor.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## MASSACHUSETTS

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Massachusetts)

**Form M-4** – Massachusetts Employee's Withholding Exemption Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Massachusetts Department of Revenue.

**Minor work permit** – Minor employees between 14 to 17 years old must complete a work permit application that includes minor's date of birth, employer information and duties, and parent/guardian authorization, and then gives it to the school superintendent who issues the work permit. The Massachusetts Department of Labor and Industry provides information and the work permit.

**Notice of deductions** – An employer must notify new employees in writing at the time of the first payment of his wages about the nature of any deduction or contribution. Employers are advised to provide this notice along with other new hire forms.

**Paid family leave insurance** – Beginning in 2021, eligible Massachusetts employees will be entitled to up to 12 weeks' paid leave to care for a family member or bond with a new child, up to 20 weeks' paid leave for their own serious health conditions, and up to 26 weeks' leave to care for a military servicemember. Employers must provide written notice of the paid family leave program to employees and independent contractors with whom the employer contracts. In addition to posting a notice in the workplace, employers must provide notice in writing to new hires within 30 days of hire, and to independent contractors at the time the contract is made. Sample notices will be provided in by the Department of Family Leave.

**Sick leave notice** – All employers must post a notice of the Massachusetts sick leave law in a conspicuous location accessible to employees in every establishment where employees with rights under the law work. Employers are also required to provide a copy of the notice to all employees. A sample notice is provided by the Massachusetts Attorney General's Office.

**Sexual harassment notice** – Massachusetts law requires employers with six or more employees to adopt a written policy against sexual harassment. The employer's policy must include notice to employees that sexual harassment in the workplace is unlawful and that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment. The policy should also assert the employer's commitment to investigate any complaint of sexual harassment. The Massachusetts Commission Against Discrimination has prepared a model Sexual Harassment Policy and a poster.

**Pregnancy antidiscrimination notice** – The Massachusetts Pregnant Workers Fairness Act clarifies and expands the state's antidiscrimination protections. Employers must distribute written notice of these rights, which may be provided in a handbook, pamphlet, or other means of notice to all employees, to new employees at or before commencement of employment, and to an individual employee within 10 days after she notifies the employer of her pregnancy or related condition.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete (a noncompete is no longer enforceable if an employee is terminated without cause or laid off) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Michigan)

**Form MI-W4** – Employee's Michigan Withholding Exemption Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Michigan Department of Treasury.

**Minor work permit** – Minor employees under 18 years old must complete a Combined Offer of Employment and Work Permit/Age Certificate. Form CA-6 for minors under 16, and Form CA-7 for minors 16 and 17, include minor's date of birth, employer information and duties, parent/guardian authorization, and signature of school administrator attesting to age and authorizing work. The Michigan Department of Education provides information and the work permits.

**Medical leave notice** – Michigan's Paid Medical Leave Act (a significantly revised version of the previously adopted Earned Sick Time Act) requires covered employers to provide eligible employees with paid leave for certain covered reasons. Employees are entitled to at least 1 hour of paid leave for every 35 hours worked. Employers must provide written notice of the paid medical leave to employees. In addition to posting a notice in the workplace, employers must provide notice in writing to all new hires.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## MINNESOTA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Minnesota)

**Form W-4MN** – The Minnesota Employee Withholding Allowance/Exemption Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Minnesota Department of Revenue.

**Minnesota Wage Theft Law Notice** – requires all employers to provide each employee with a written wage notice at the start of their employment. The notice must contain specific information about an employee's employment status and terms of employment. The written notice must include the following: the rate or rates of pay and basis thereof, including whether the employee is paid by the hour, shift, day, week, salary, piece, commission, or other method, and the specific application of any additional rates; allowances, if any, claimed pursuant to permitted meals and lodging; paid vacation, sick time, or other paid-time-off accruals and terms of use; the employee's employment status and whether the employee is exempt from minimum wage, overtime, and other provisions and on what basis; a list of deductions that may be made from the employee's pay; the number of days in the pay period, the regularly scheduled pay day, and the payday on which the employee will receive the first payment of wages earned; the legal name of the employer and the operating name of the employer if different from the legal name; the physical address of the employer's main office or principal place of business and a mailing address if different; and the telephone number of the employer. Employers are required to keep a copy of the notice signed by each newly hired employee for 3 years. All employers must provide the notice to employees in English and include a statement, in multiple languages, that informs employees that they may request the notice be provided to them in another language. If requested by the

employee, the employer must provide the notice in another language. Employers also are required to provide employees, in writing, any changes to the information in the notice before the date the changes take effect.

The Department of Labor and Industry (DLI) provides a sample notice in multiple languages online.

**Notice of leave of absence/parental leave rights** – Working parents have specific rights under Minnesota law. Employers must ensure that employees can access a written summary of these rights. The Minnesota Department of Labor and Industry provides a parental leave fact sheet.

**Notice of personnel record access** – Employers must provide new hires with written notice of their rights to review and dispute their personnel records and get a copy of the records upon termination.

**Notice of drug and alcohol testing policy** – Employers must provide written notice of its drug and alcohol testing policy to all new hires and before any testing of the applicant if the job offer is made contingent on the applicant passing drug and alcohol testing.

**Proof of age** – Every employer must require proof of the age of any new employee who is a minor by requiring the minor to submit an age certificate, a copy of the minor's birth record, a copy of the minor's driver's license, or a Form I-9.

**Wage disclosure protection.** The Women's Economic Security Act prohibits employers from restricting employees from disclosing or discussing their wages. Employers that have employee handbooks are required to include a written notice of employees' rights and remedies under this law in the employee handbook.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## MISSISSIPPI

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.



**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Mississippi)

**Form 89-350-19-3** - The Mississippi Employee's Withholding Exemption Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Mississippi Department of Revenue.

**Age affidavit** – Employers are required to keep on file an affidavit from the parents of each minor employee under the age of 16 and a certificate from the school superintendent or principal, indicating the child's age, school grade, last school attended, and present teacher.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## MISSOURI

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required

for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Missouri)

**MO W-4** - The Missouri Employee's Withholding Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Missouri Department of Revenue.

**Minor work certificate** – Minor employees ages 14 and 15 must have a work certificate issued by a school administrator which includes minor's date of birth, employer information and duties, parent/guardian authorization, and signature of school administrator attesting to age and authorizing work. The Missouri Department of Labor and Industrial Relations provides information and the work permits.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## MONTANA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's

leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Montana)

**Form MW-4** – The Montana Employee's Withholding Allowance and Exemption Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Montana Department of Revenue.

**Notice of pay rate and pay schedule** – Each employer or an authorized representative of the employer must, on written demand, prior to the commencing of work, notify each employee in writing as to the rate of wages to be paid, whether by the hour, day, week, month, or year, and date of paydays. Employers are advised to provide this notice along with other new hire forms.

**Direct deposit** – An employer can pay employees by direct deposit, so long as the employee has agreed in writing. An employer may not require an employee to be paid by direct deposit.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## NEBRASKA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Nebraska)

**Form W-4N** – The Employee's Nebraska Withholding Allowance Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Nebraska Department of Revenue.

**Minor employment certificate** – Employment certificates are required for most occupations involving minor employees ages 14 and 15. The certificate is issued by local school officials and must be kept on file by the employer throughout the child's employment and must be returned to the issuer at termination. It must state the date and place of birth of the child and describe the worker's hair color, height, eye color, and any distinguishing facial marks as well as provide information about the employer and the nature of the job. The certificate and instructions are available online.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## NEVADA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee’s Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA’s requirements and may be incorporated into the employer’s leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Nevada)

**Nevada Pregnant Workers’ Fairness Act Notice** – The Nevada Pregnant Workers’ Fairness Act requires covered employers to provide reasonable accommodations to employees or applicants for conditions relating to pregnancy, childbirth, or related medical conditions. Effective immediately, employers are required to provide written or electronic notice of these rights both to new employees upon hire, and within 10 days after an employee notifies her immediate supervisor of her pregnancy.

**Paid sick leave** – Employers are required to provide written information to all new hires about earned paid leave, which employees may use for any reason, including those for which sick leave is typically used.

Employers who already provide paid-time-off pursuant to a contract, policy, collective bargaining agreement, or other agreement are not required to provide additional rights or leave under this law as long as the leave provided meets the minimum accrual rate.

**Notice of pay rate and pay schedule** – An employer must post and maintain notices, printed in plain type or written in plain script, in at least two (2) conspicuous places where such notices can be seen by the employees, setting forth the regular paydays and the place of payment, which must be within the Justice Court precinct in which such services were performed.

**Minor employment certificate** – Certificates are only issued for those minors under age 14 with written permission of a district judge.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## NEW HAMPSHIRE

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (New Hampshire)

**Notice of pay rate and pay schedule and benefits** – Employers at the time of hiring and prior to any changes must notify employees in writing as to the rate of pay or salary, whether by daily, weekly, biweekly, semi-monthly, or yearly, or by commissions, as well as the day and place of payment and the specific methods used to determine wages due. In addition, every employer must provide employees with a written or posted detailed description of employment practices and policies as they pertain to paid vacations, holidays, sick leave, bonuses, severance pay, personal days, payment of the employee's expenses, pension and all other fringe benefits. Employers also should have employees sign the written notices showing they received them and keep the signed notices. A sample notice addressing the pay rate and pay schedule is available from the New Hampshire Department of Labor.

**Sexual harassment policy** – The State of New Hampshire's Policy on Sexual Harassment applies to state employees and state's policy against sexual harassment shall be communicated in writing to all employees. In addition, educational posters communicating the state's opposition to sexual harassment shall be conspicuously and continuously displayed in the workplace. Information on the sexual harassment policy is provided by New Hampshire Department of Administrative Services.

**Employer's Request for Child Labor** – Employers should submit the Employer's Request for Child Labor detailing the minor's age, date of birth, Social Security Number, and the nature of employment duties to the issuing school authority when employing minor employees ages 12 to 15. The school then will issue a Youth Employment Certificate. The Employment certificates must include a signature line for parents or guardians and must be signed by parents and issued by principals of schools, but only after the principal has determined that the student's academic performance is satisfactory. The New Hampshire Department of Labor provides a form.

**Parental Permission Form** – Employers are required to have on file at the workplace, at the time employment begins, written permission by the parent or guardian of a 16- or 17-year-old permitting the youth's employment, available from the New Hampshire Department of Labor.

**Nonsmoking notice** – New Hampshire's Indoor Smoking Act bans smoking prohibits smoking in all enclosed workplaces with four or more workers, except in effectively segregated smoking-permitted areas. Designated smoking areas must be separated from nonsmoking areas by a continuous physical barrier that is at least

56 inches high, and at least four feet of space must separate smoking and Nonsmoking areas.

If smoking cannot be effectively segregated, then smoking must be totally prohibited. Employers with four or more workers are required to have a written smoking policy that is posted or made available to all workers. Employers must provide employees with orientation about the policy.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete (any noncompete agreement entered into on or after September 8, 2019, between an employer and low-wage employee is void and unenforceable) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## NEW JERSEY

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (New Jersey)

**Form NJ-W4** – Employee’s Withholding Allowance Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the New Jersey Department of Revenue.

**Earned sick leave notice** – Under New Jersey’s Earned Sick Leave Law, most employees have a right to accrue up to 40 hours of earned sick leave per year. New employees must receive written notice of their rights under the law from their employer when they begin employment. Employers must also post notice of employee rights in a conspicuous and accessible place at all work sites and provide copies to employees upon request. The New Jersey Earned Sick Leave Law Notice of Employee Rights is provided by the New Jersey Department of Labor and Workforce Development.

**Family leave insurance notice** – Under the New Jersey Family Leave Insurance Law, employees are entitled to 12 weeks of continuous (or 56 days of intermittent) family leave insurance benefits in a 12-month period. The reasons for use include bonding within 12 months of the child’s birth or placement with adoptive or foster parents, to care for a family member with a serious health condition, or to care for a victim of domestic violence or a sexually violent offense. Employers with 30 or more employees for each working day during each of 20 or more calendar workweeks in the current or immediately preceding calendar year are considered covered employers under the New Jersey Family Leave Act, which provides job protection for employees who take leave under the Act. In addition to posting a notice of family leave insurance in the workplace, the employer is required to provide each employee a written copy of the notification at the time of hire, whenever the employee notifies the employer of the need for family leave benefits, and upon an employee’s first request for benefits. Notice is provided by the New Jersey Department of Labor and Workforce Development. Employers should also consider including a written policy concerning the New Jersey Family Leave Act in the employee handbook or distributing a copy of the notice to all current employees and to new employees upon hire.

**Domestic violence leave notice** – Under the New Jersey Security and Financial Empowerment Act (“NJ SAFE” Act), employers to provide up to 20 days of unpaid leave during any 12-month period to eligible employees who have been the victim of an incident of domestic violence or a sexually violent offense or whose child, parent, spouse, domestic partner or civil union partner was a victim of such an act. Employers should consider including a written policy on the NJ SAFE Act in the employee handbook or distributing a copy of the notice to all current employees and to new employees upon hire. A poster is available from the New Jersey Department of Labor and Workforce Development.

**MW-400** – Employer Obligation to Maintain and Report Records, employers are required to provide to each new employee notice of the employer’s obligation to keep certain records regarding pay and unemployment and workers’ compensation benefits, is available from the New Jersey Department of Labor and Workforce Development.

**Notice of pay rate and pay schedule** – Employers at the time of hiring must notify employees in writing employees of the rate of pay, and of the regular payday designated by the employer.

**Notice of right to be free of gender inequity or pay bias** – Employers with 50 or more employees must provide at the time of hire a written copy of the notice by e-mail delivery; by printed material, including, but not limited to, a pay check insert; brochure or similar informational packet provided to new hires; an attachment to an employee manual or policy book; or flyer distributed at an employee meeting; or through an internet or intranet website, if the site is for the exclusive use of all employees,



can be accessed by all employees, and the employer provides notice to the employees of its posting. Employees must sign an acknowledgement that they have read and understand the notification. A sample notice is available from the New Jersey Department of Labor and Workforce Development.

**Form A300, Employment certificate** – All minors under the age of 18 who work in New Jersey must have an employment certificate, also called “working papers” or a special permit (for agriculture, newspaper carrier, or theatrical employment), which includes information about the employer, the job duties, parent or guardian permission to work, proof of age, and physician’s certification. Minors may obtain a blank A300 employment certification form from either the New Jersey Department of Education or from the Department of Labor and Workforce Development or from the issuing officer of the local school district where the minor lives. After the minor completes the personal information on the employment certification, the minor takes the form to the employer to complete the employment information and promise of employment.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## NEW MEXICO

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee’s Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA’s requirements and may be incorporated into the employer’s leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (New Mexico)

**IRS Form W-4** – New Mexico uses the federal Employee's Withholding Tax Exemption Certificate for state withholding. It must be clearly labeled as the state withholding form.

**Minor work permit** – Employers must have a work permit for any minor child under the age of 16 issued by a designated school official or the director of the Labor Relations Division of the New Mexico Division of Workforce Development. More information is available from the Division of Workforce Development.

**Nonsmoking notice** – Under the Dee Johnson Clean Indoor Air Act, smoking is prohibited prohibits smoking in indoor workplaces or indoor public places, with limited exceptions. Smoking is also prohibited near entrances, windows, as well as ventilation systems of all workplaces and public places where smoking is prohibited.

Employers must adopt, implement, post, and maintain a written smoking policy pursuant to the Act. The New Mexico Department of Health provides additional information and resources.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

Time Sheet – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## NEW YORK

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (New York)

**IT-2104** – Employee’s Withholding Allowance Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the New York Department of Taxation and Finance.

**Notice of pay rate and pay schedule** – Employers must notify employees in writing at the time of hiring of their rate of pay and the established payday; whether pay is by the hour, shift, day, piece, salary, commission, or other basis; any allowances, such as tips, meals, or lodging, claimed as part of the minimum wage; and the employer’s address, phone number, and any “doing business as” names, among other information. The notice provided to nonexempt employees must also include their overtime rate. Employers must obtain signed, dated acknowledgments from each employee, provided in English and in the worker’s primary language, of receipt of the notices. The New York Department of Labor provides sample notices in multiple languages, including a “Guidelines for Written Notice of Pay Rates and Regular Paydays” and a sample “Notice and Acknowledgement of Pay Rate and Payday” that may be used to satisfy the requirements.

**Employment certificate** – Employees under the age of 18 must have an employment certificate for most occupations, which must be kept on file throughout the period of employment and must be returned to the minor afterward, AT-18 (blue paper) for 14- and 15-year-olds and AT-19 (green paper) for 16- and 17-year-olds. Permits may generally be issued by the superintendent of schools in the city or district where the child lives.

**Paid family leave** – All covered employers must provide written notice of the paid family leave program to employees. Model language for employee handbooks and other written guidance is available from the state, online.

**Paid sick leave law** – The New York State paid sick leave law requires employers to provide sick leave to employees. The law takes effect on September 30, 2020, but employees may not begin using any accrued sick leave until January 1, 2021. The New York State Department of Labor states that “[e]very employer shall notify its employees in writing or by publicly posting the employer’s policy on sick leave.” However, there is currently no guidance on the paid sick leave law yet.

**Westchester County and New York City** – The Westchester County and New York City Sick Leave Laws require employers to provide paid sick leave benefits to eligible employees.

- **Westchester County:** Employers are required to give a copy of the Notice of Employee Rights and the Westchester County Earned Sick Leave Law and Safe Time Leave Law to employees at the commencement of employment. Employers must also post a copy of the Law and a County-issued poster in a place or places accessible to all employees in each Westchester County workplace. The Westchester County Human Rights Commission provides copies of both the notice and the law.
- **New York City:** Employers must provide written notice of New York’s Earned Safe and Sick Time Act to employees in a method that ensures personal receipt. Additional information is provided by the New York City Department of Consumer Affairs.

**Sexual harassment policy** – Every employer in New York State is required to adopt a sexual harassment prevention policy. An employer that does not adopt the model policy from the New York

State Department of Labor must ensure that the policy that they adopt meets or exceeds the following minimum standards. Notice must be delivered in writing, which includes in print or digitally and must link to or include, as an attachment or printed copy, the policy and training materials. Employers must provide employees with a notice of its policy along with a copy of its sexual harassment training materials when employees are hired and again when they receive annual training. The New York State Department of Labor provides a model policy and additional information.

**Lactation law notice** – Employers must provide written notification of the provision of Labor Law § 206-c to employees returning to work following the birth of a child of their right to take unpaid leave to express breast milk. Notice may be provided individually to affected employees, or to all employees in an employee handbook, or by posting in a central location. The New York State Department of Labor provides additional information.

**Reproductive health decision making** – New York State law prohibits employment discrimination based on the reproductive health decision-making of an employee or his or her dependent. Employers that provide an employee handbook must include in their handbooks a notice of an employee's rights and remedies under this law.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete (New York courts generally disfavor noncompete agreements) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## NORTH CAROLINA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (North Carolina)

**NC-4** – Employee's Withholding Allowance Certificate required for each new employee so employer may withhold appropriate state income taxes, issued by the North Carolina Department of Revenue.

**Notice of pay rate and pay schedule** – At the time of hire, employers must notify an employee, either orally or in writing, of the rate of pay and the day and place for payment of wages. In addition, if the employer has a policy or practice that requires or results in loss or forfeiture of vacation time or pay, the employer should include this information in the notice. The state regulations implementing the notice requirement further indicate that an employee's signature on an employer's written notice of the promised wages, which include the date on which the employee was provided with the notice will be presumptive evidence of the employer's compliance with the notification requirement.

**Youth Employment Certificate** – Minor employees under 18 years of age must obtain a youth employment certificate (work permit) when employed signed by the youth, parent/guardian, and the employer. The certificate and the issuing instructions are obtained from the North Carolina Department of Labor website.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete (North Carolina courts generally disfavor noncompete agreements) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## NORTH DAKOTA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee’s Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA’s requirements and may be incorporated into the employer’s leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (North Dakota)

**IRS Form W-4** – North Dakota uses the federal Employee’s Withholding Tax Exemption Certificate for state withholding. It must be clearly labeled as the state withholding form.

**SFN 4598, Employment and Age Certificate** – Minor employees who are 14 and 15 are required to file an Employment and Age Certificate (also called a work permit) which includes sections for the minor, parent, and employer to complete. The certificates are available through the North Dakota Department of Labor and Human Rights.

**“Use-it-or-lose-it” Policy** – North Dakota employers may lawfully implement a “use-it-or-lose-it” policy requiring employees to use their leave by a set date or lose it, so long as the employer has properly notified its employees of the policy.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Ohio)

**IT-4** – Employee's Withholding Exemption Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Ohio Department of Taxation.

**Employer Information Notice** - Employers must provide written notification to each newly hired employee of the employer's name, address, telephone number, and other contact information. Employees must also be given updates if any of this information changes.

**Minor Work Permit** – Every minor employee under 18 must have a work permit signed by the school superintendent, employer, and parent or guardian, and including proof of age and the job duties, available from the Ohio Department of Commerce, Bureau of Labor and Safety, and online.

**Wage Agreement for Minors** – Employers must provide to every minor employee a wage agreement stating the wage rate for the minor, and the minor must sign the wage agreement, available from the Ohio Department of Commerce, Bureau of Labor and Safety, and online.

**Domestic Violence Policy** – Every State Agency, Board or Commissions shall maintain, publish, and post in an accessible location a list of resources for survivors and perpetrators of domestic violence, with a Workplace Domestic Violence Policy.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## OKLAHOMA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Oklahoma)

**OK-W-4** – Employee's Withholding Allowance Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Oklahoma Tax Commission.

**Employment Certificate of Age and Schooling** – Employers must have an Employment Certificate of Age and Schooling for the employment of minors under the age of 16. A minor's parent obtains the certificates from local school officials. The Oklahoma Department of Labor provides an Oklahoma Work Permit Guide that explains the process.

**"Use-it-or-lose-it" Policy** – Oklahoma employers may lawfully implement a "use-it-or-lose-it" policy requiring employees to use their leave by a set date or lose it, so long as the employer has properly notified its employees of the policy.

### Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.



**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## OREGON

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Oregon)

**OR-W-4** – Oregon Employee's Withholding Statement and Exemption Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Oregon Department of Revenue.

**WH-161, Notice to Employees Regarding Meal and Rest breaks** – Employers must provide a notice to any employee who will not receive the mandated 30-minute meal break because the meal break would cause "undue hardship" to the employer, and the notice must be signed by the employee. The Oregon Bureau of Labor and Industries provides a sample notice.

**Family and Medical Leave** – Effective January 1, 2023, Oregon's Family Leave Act (OFLA) provides paid family and medical leave coverage to employers with 25 or more employees. A covered employer shall post a notice of the requirements of the OFLA in every establishment of the employer in which employees are employed.

**Notice of paid sick leave** – Most employers are required to provide employees with sick leave benefits. Employers with 10 or more employees (6 or more in Portland) must provide paid sick leave. Employers with less than 10 employees (less than 6 in Portland) must provide unpaid sick leave. Oregon law requires employers to provide employees with notice of sick time laws, which may be accomplished by posting a poster in English and Spanish.

**Sexual harassment notice** – The Oregon Bureau of Labor & Industries has established that employers are required by law to have a clear policy to reduce and prevent harassment, discrimination, and sexual assault. Additional information and a policy template are available online.

**Maternity and lactation law notice** – The Oregon Employer Accommodation for Pregnancy Act requires employers with six or more employees to provide reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions, unless it poses an undue hardship on the employer. Employers must post signs in a conspicuous and accessible location that informs employees of their rights.

Employers also must provide a written copy of the notice to new employees at the time of hire within ten days to any employee who informs the employer of their pregnancy. All employers, regardless of size, must also provide employees with a reasonable period of time to express milk each time the employee has a need.

**Written work schedule.** Employers with 500 or more employees worldwide engaged in providing services relating to retail trade, hotels and motels, or food services must provide newly hired employees with a work schedule in writing at least 7 calendar days before the first day of the work schedule. Beginning July 1, 2020, the written work schedule must be provided at least 14 days in advance.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete (Oregon courts generally disfavor noncompete agreements and presume them invalid except in very narrow circumstances) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## PENNSYLVANIA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA’s requirements and may be incorporated into the employer’s leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Pennsylvania)

**REV-419** – Employee’s Nonwithholding Application Certificate required for each new employee so employer may withhold appropriate state income taxes, issued by the Pennsylvania Department of Revenue.

**Notice to New Employees of Pay and Fringe Benefits** – Pennsylvania law requires employers to notify employees at the time of hiring of: (1) time and place of payment; (2) rate of pay; and (3) amount of any fringe benefits or wage supplements to be paid to the employee, a third party, or a fund for the benefit of the employee (see PA Stat. Tit. 43 Sec. 260.4). There is no official government form that satisfies this requirement.

**Workers’ Compensation Notice of Employee Rights and Duties** – Pennsylvania Workers’ Compensation regulation § 121.3b requires employers to provide workers’ compensation information ... “to every employee at the time of hire and immediately after the injury...”

**Residency Certification Form** – All employees must fill out a Pennsylvania Residency Certification Form to allow employers to withhold and report local income taxes, available from the Pennsylvania Department of Community and Economic Development.

**LLC-75, Parental Acknowledgement of Minor’s Duties and Hours of Employment** – Minor employees under 16 years of age must have a written statement by the minor’s parent or legal guardian acknowledging understanding of the duties and hours of employment and granting permission to work. The Pennsylvania Department of Labor and Industry provides a sample form.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Rhode Island)

**RI-W4** – State of Rhode Island and Providence Plantations Employee's Withholding Allowance Certificate required for each new employee so employer may withhold appropriate state income taxes, issued by the Rhode Island Department of Revenue.

**Parental and family leave law** – In addition to posting a notice, covered employers must notify employees in writing at the time of hire of their rights and responsibilities under the Rhode Island Parental Medical Leave Act. The notice is available from the Department of Labor and Training.

**Paid sick leave law** – The Healthy and Safe Families and Workplaces Act requires covered employers (employers with 18 or more employees in Rhode Island) to provide employees with paid sick or safe leave. Employers must post the Notice to All Employees - Information Employers Must Post poster in the workplace. Employers must also include their sick time policy in any employee handbook or manual. Employers may also post or distribute the Healthy and Safe Families and Workplaces Fact Sheet.

**Sexual harassment policy** – Employers with 50 or more employees must provide to new hires a written copy of their policy against sexual harassment. Rhode Island has specific requirements for what the policy should include. The Rhode Island Commission for Human Rights provides information on what should be in a sexual harassment policy, policy should include. The Rhode Island Commission for Human Rights provides information on what should be in a sexual harassment policy, policy should include. The Rhode Island Commission for Human Rights provides information on what should be in a sexual harassment policy.

**Disclosure of workers' compensation coverage** – All employers doing business in the state of Rhode Island must disclose to all prospective employees at the time of application for employment either that the employer is subject to the state's workers' compensation requirements or exempt from them. The required disclosures must be included on the first page of any written employment application.

**Intention to Employ a Minor** – Minor employees under 16 years old must have the Intention to Employ a Minor form (and it is suggested for minors under 18), explaining the nature of the work they

will perform and signed by the employer and the minor's parent or guardian, available from the Rhode Island Department of Labor and Training.

**Special Limited Permit to Work** – Minor employees under 16 years old must have a permit indicating the nature of work they will perform signed by an authorized school administrator (and it is suggested for minors under 18). The Rhode Island Department of Labor and Training provides a sample form.

**Certificate of Age** – Recommended for minor employees 16 and 17 years old, signed by an authorized school administrator, available from the Rhode Island Department of Labor and Training.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## SOUTH CAROLINA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (South Carolina)

**SC W-4** – South Carolina Employee’s Withholding Allowance Certificate required for each new employee so employer may withhold appropriate state income taxes, issued by the State of South Carolina Department of Revenue.

**Notice of pay rate and pay schedule** – Every employer must notify each employee in writing at the time of hiring of the normal hours and wages agreed upon, the time and place of payment, and the deductions which will be made from the wages, including payments to insurance programs. The employer has the option of giving written notification by posting the terms conspicuously at or near the place of work; however, the South Carolina Department of Labor, Licensing, and Regulation provides a form to be signed by both the employer and employee, which also includes information on the employer’s paid leave policies.

**Pregnancy accommodations and lactation support laws** – The South Carolina Pregnancy Accommodations Act and Lactation Support Act require employers with at least fifteen employees to provide reasonable accommodations to employees for medical needs arising from pregnancy, childbirth, or other related medical conditions (including lactation), unless the employer can demonstrate the accommodation would impose an undue hardship on the operation of the business. In addition to posting notice, the Acts also require covered employers to provide written notice to new employees at the commencement of their employment of their rights under the Acts. Additional information is available from the South Carolina Human Affairs Commission.

**Child labor flyer** - South Carolina rules and regulations on child labor are identical to those adopted by the U.S. Department of Labor, Wage and Hour Division. These rules limit the work hours of persons 14 and 15 years old and prohibit the employment of persons under 18 years of age in occupations determined to be hazardous. A child labor flyer that summarizes child labor regulations and must be provided to all minors who are engaged to work in South Carolina is available online.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## SOUTH DAKOTA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (South Dakota)

None

### Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## TENNESSEE

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Tennessee)

**Notice of pay rate** – An employer must inform a new employee of his or her wage rate prior to the employee performing any work at that wage rate. Employers must also establish and maintain regular pay days and must post and maintain notices, printed or written in plain type or script, in at least two conspicuous places where the notices can be seen by the employees as they go to and from work, setting forth the regular pay days.

**Maternity leave policy** – Tennessee law requires employers to have a written maternity leave policy in their handbook, if they have a handbook and are covered under the Tennessee Maternity Leave Act. The Act covers employers with one hundred or more full time employees at one job site and provides up to four months of unpaid leave for pregnancy, childbirth, adoptions, and nursing. Additional information is available from the Tennessee Human Rights Commission.

**Proof of age** – Every minor employee under 18 should provide the employer with a copy of one of the following documents as proof of age: birth certificate, driver's license, state issued ID, or copy of his or her passport.

**Parental consent form** – Minors 16 and 17 years of age may not be employed during those hours when the minor is required to attend class nor between the hours of 10:00 pm and 6:00 am, Sunday through Thursday, preceding a school day. However, if there is a Parental/Consent Form signed, then the minor may work until midnight, but no more than three (3) nights per week Sunday through Thursday. The Parental/Consent Form is available online. Tennessee does not require work permits.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.



**Other Suggested Forms:** Noncompete (Tennessee courts generally disfavor noncompete agreements as restraints on trade and must be reasonable in scope) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## TEXAS

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Texas)

**Notice of paydays** – Employers must designate paydays. If an employer fails to designate paydays, the employer's paydays are the 1st and 15th day of each month. An employer must provide employees with payday information upon hire and must post, in conspicuous places in the workplace, notices indicating the paydays.

**Notice of workers' compensation** – Employers must provide all new hires with written notice of workers' compensation coverage and their right to reject workers' compensation insurance coverage and retain their common law right of action. The Texas Department of Insurance, Division of Unemployment provides a sample notice.

**Child labor authorization forms** – Aside from certain occupations in agriculture, and the entertainment industry (child actors), children younger than 14 may not be employed by companies. Children younger than 14 may be employed directly by their parents (sole proprietors, the only partners of a partnership, or the sole owners of a corporate business) in any occupation other than manufacturing, mining, or one included on federal Department of Labor's list of hazardous duty occupations. Child actors under 14 may be employed under special rules with submission of a valid authorization form, available from the Texas Workforce Commission. Children under 14 employed to sell or solicit goods or services for any person other than an exempt organization also have a parental consent form, which must be completed at least 7 days before employment begins.

### Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

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**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## UTAH

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

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**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Utah)

**IRS Form W-4** – Utah uses the federal Employee's Withholding Tax Exemption Certificate for state withholding. It must be clearly labeled as the state withholding form.

**Notice of rate of pay and pay schedule** – Employers must notify new employees, at the time of hiring, of the rate of pay and the day and place of payment.

**Pregnancy accommodation notice** – Under Amendments to the Utah Antidiscrimination Act, Utah employers with fifteen or more employees are required to accommodate pregnancy, childbirth, breastfeeding, and related conditions if it is medically advisable, unless it would create an undue hardship on the employer. In addition, covered employers are required to provide written notice concerning an employee's rights to reasonable accommodations for pregnancy, childbirth, breastfeeding or related conditions in an employee handbook and/or posted in a conspicuous place in the employer's place of business.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

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**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## VERMONT

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

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**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Vermont)

**Form W-4VT** – Vermont Employee's Withholding Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Vermont Department of Taxes.

**Notice of paid sick leave** – Employers must notify employees at the time of hire about their rights under the Vermont Earned Sick Time law, allowing covered employees to use up to 40 hours of paid sick leave for the employee’s or a family member’s illness or for domestic violence.

**Sexual harassment policy** – Employers must provide to new hires a written copy of their policy against sexual harassment. Vermont has specific requirements for what the policy should include. The Vermont Department of Labor and Industry provides a model policy.

**WH-27, Child Labor Certificate** – Employers that employ minor employees under 16 who are not working during school vacation periods should have a labor certificate signed by the minor’s parent or guardian, describing the job duties, and signed by the Vermont Labor Commissioner. The certificate also must include the minor’s school record, proof of age of the minor, a certificate from the minor’s physician and paid for by the employer attesting that the minor is physically fit to perform the job. A certificate is available from the Vermont Department of Labor and Industry.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will. Emergency Contact Information – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## VIRGINIA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee’s Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA’s requirements and may be incorporated into the employer’s leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Virginia)

**Form VA-4** – Employee’s Virginia Income Tax Exemption Withholding Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the Virginia Department of Taxation.

**Notice of pay rate and pay schedule** – Employers must provide all employees with a written statement, by paystub or online accounting, showing the name and address of the employer, the number of hours worked during the pay period, the rate of pay, the gross wages earned by the employee during the pay period, and the amount and purpose of any deductions.

**Virginia Values Act Notice** – Employers must, under the Virginia Values Act (VVA), post notice of the VVA in a conspicuous location; include in any employee handbook notice of these provisions banning unlawful discrimination based on pregnancy and pregnancy-related conditions and the employee’s rights to reasonable accommodation (and directly provided to new employees upon the commencement of their employment); and provide information about these pregnancy-related rights to all new employees and to any pregnant employee who provides notice to the employer that they are pregnant within 10 days of that employee’s notice.

**Employment Certificate** – An employment certificate is required for every worker under the age of 16 and may be obtained by filing online with the Virginia Department of Labor and Industry. The online filing is a multipart process where the employer must provide the minor employee with an offer of employment and have proof of age, the minor employee must complete the registration, and the minor’s parent or guardian must provide permission for the employment. The state then issues the employment certificate allowing work during school vacations and after school or as part of a work-training program during school hours.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete (enforceable if they are narrowly drafted, not unduly burdensome on employee, and not against public policy) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Washington)

**Washington Paid Family & Medical Leave Notice** – Employers with employees working in Washington state must provide the notice to employees who may be eligible for Paid Family and Medical Leave the later of: five (5) business days after an employee's seventh consecutive day of absence due to family or medical

leave or five (5) business days after an employer becomes aware that the employee's absence is due to family or medical leave. Written notice is available online.

**Sick Leave Notice** – All Washington employers must notify their employees of their right to paid sick leave in writing (paper or electronic). Employers must give employees an initial, one-time notice explaining that they are legally entitled to paid sick leave, how much paid sick leave they will earn, when they may use paid sick leave and that employers are prohibited from retaliating against employees for using paid sick leave for any reason allowed by the law, or for exercising other rights within the Minimum Wage Act. A paid sick leave law fact sheet is available from the Washington State Department of Labor & Industries.

**Sexual harassment policy** – The Washington State Human Rights Commission provides a sexual harassment model policy that employers are encouraged to include with their own policies.

**Minor Work Permit** – Each employer that intends to employ minors under the age of 18 must have a work permit posted in each workplace before it employees minors, available from the Washington Business Licensing Service.

**Parent Authorization** – During the summer, minor employees under the age of 18 must have a parent authorization form to work which includes information proof of age, information on the job duties, and parent authorization, available from the Washington Department of Labor and Industry.

**Parent/School Authorization** – During the school year, minor employees under the age of 18 must have parent authorization as well as school authorization to work which includes information proof of age, information on the job duties, parent authorization, and school authorization, available from the Washington Department of Labor and Industry.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete (noncompete agreements are only enforceable when the employer discloses the terms in writing or the employer provides independent consideration and the employee/independent contractor makes over a certain amount per year) and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## WEST VIRGINIA

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee's Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA's requirements and may be incorporated into the employer's leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (West Virginia)

**Form WV/IT-104** – West Virginia Employee's Withholding Exemption Certificate, required for each new employee so employer may withhold appropriate state income taxes, issued by the West Virginia State Tax Department.

**Notice of rate of pay and pay schedule** – Employers must notify all employees at the time of hiring of the rate of pay, and of the day, hour, and place of payment. In addition, employees should be notified in writing, or through a posted notice maintained in a place accessible to employees, employment practices and policies with regard to vacation pay, sick leave, and comparable matters.

**Work permits** – Work permits are required for employees between the ages of 14 and 15, except in agricultural, horticultural, or domestic service. Work permits must be completed by the employer, the minor’s parent or guardian, and the principal of the minor’s school and approved by the school superintendent and are available from the West Virginia Division of Labor. Additional forms and information are available online.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## WISCONSIN

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee’s Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA’s requirements and may be incorporated into the employer’s leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

### Required State Notices and Forms (Wisconsin)

**Form WT-4** – Employee’s Wisconsin Withholding Exemption Certificate/New Hire Reporting, required for each new employee so employer may withhold appropriate state income taxes, issued by the Wisconsin Department of Revenue.



**Work permits** – Employers must have valid work permits for each minor employee under 18, issued by the minor’s school and showing the minor’s age and written parent/guardian consent. The employer also provides a letter of intent to employ the minor for the permit and must reimburse the minor the \$10 permit fee. The Wisconsin Department of Workforce Development provides information on the process online.

## Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

**Other Suggested Forms:** Noncompete and nondisclosure agreements; employee invention forms; drug and/or alcohol test consent agreements; job analysis/description forms; employee equipment inventory lists.

## WYOMING

### Required Federal Forms and Notices

**Form I-9** – Employment Eligibility Verification, is required for each new employee to document the verification of employees' eligibility to work in the United States, issued by U.S. Citizenship and Immigration Services.

**Form W-4** – Employee’s Withholding Tax Exemption Certificate, is required for each new employee so employer may withhold appropriate federal income taxes, issued by the Internal Revenue Service.

**WH-1420** – Employee Rights and Responsibilities under the Family and Medical Leave Act, is required for all employees to explain the FMLA’s requirements and may be incorporated into the employer’s leave policy or presented separately if no leave policy, issued by the Department of Labor (same as general notice that must be posted in the workplace).

**Affordable Care Act Exchange Notice** (for employers that offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

**Affordable Care Act Exchange Notice** (for employers that DO NOT offer health insurance to some or all employees) – provides information on the ACA Health Insurance Marketplace to help employees evaluate their health insurance coverage options, issued by the Department of Labor.

## Required State Notices and Forms (Wyoming)

**Proof of age** – Employers must have proof of age for each minor employee under 16. The acceptable forms of proof of age include a duly attested birth certificate, a properly prepared Form I-9 showing the age of the child, or any other document showing the age of the child as approved by the department of workforce services. The Wyoming Department of Workforce Services provides a pamphlet explaining child labor requirements.

### Suggested Forms and Notices

**Benefits Enrollment** – Forms for any employer-provided benefits, such as health, life, and disability insurance, employee retirement contributions such as 401(k) plans. Forms should include beneficiary designations.

**Employee Handbook Acknowledgment** – Acknowledgment form that employee received, read, and understood employee handbook. Form also may include acknowledgment that employment is at will.

**Emergency Contact Information** – Form should include person to contact in case of emergency in the workplace.

**Payroll Direct Deposit Authorization** – If your organization offers direct deposit, employees should include information such as bank account information and signature for authorization. Should be presented as voluntary participation unless state allows employer to require direct deposit.

**Time Sheet** – For nonexempt employees, include several time sheets or cards for future use.

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## Forms

# I-9, Employment Eligibility Verification

Use Form I-9 to verify the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must properly complete Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form.

On the form, an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9. The list of acceptable documents can be found on the last page of the form. Employers must retain Form I-9 for a designated period and make it available for inspection by authorized government officers.

## Forms and Document Downloads

- [Form I-9 \(Please see the Special Instructions tab for information on how to download and complete the form.\) \(PDF, 726.73 KB\)](#)
- [Form I-9 Basic Version \(For printing and use on mobile devices.\) \(PDF, 899.28 KB\)](#)
- [Form I-9 Supplement, Section 1 Preparer and/or Translator Certification \(PDF, 889.11 KB\)](#)
- [Instructions for Form I-9 \(PDF, 355.87 KB\)](#)
- [Form I-9 in Spanish \(May be filled out by employers and employees in Puerto Rico ONLY\) \(PDF, 492.41 KB\)](#)
- [Form I-9 Supplement in Spanish \(PDF, 247.41 KB\)](#)
- [Instructions for Form I-9 in Spanish \(PDF, 373.78 KB\)](#)

## Form Details

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