Purpose: To ensure proper gathering then organization, consistency and ease of access when storing all employee-related documents/information while retaining documents according to applicable state and federal laws.

Procedure: The new hire processing procedure includes several steps beginning with the new hire packet, then the completion of employer related items and ending with proper personnel file set-up.

# New Hire Packet Completion

The following documents will be completed by the employee on date of hire and presented in the New Employee Processing Packet:

1. Completed Employee Action Sheet signed (employee keeps a copy)
2. Pay plan signed (if applicable)
3. Confidentiality Agreement signed
4. Company property tracking sheet and/or key log
5. Company information system registration (if applicable)
6. Employee data sheet
7. Direct Deposit Form
8. W-4
9. Form I-9
10. Submit official copy of driving record
11. Nevada Workplace Safety Pamphlet – sign and detach acknowledgement (employee keeps the pamphlet)
12. Safety Program manual acknowledgement (employee keeps the manual)
13. Policy of Work Related Injuries/Illnesses, Injured Worker Sheet
14. Anti-Harassment Training acknowledgement (employee keeps the training material)
15. Employee Handbook signed acknowledgement (employee keeps the handbook)
16. Health insurance enrollment forms
17. 401(k) enrollment forms
18. New Hire Orientation Attendance Acknowledgement signed

The employee will attend new hire orientation at this time where company mission, values, and initiatives are provided along with detailed training on the manuals presented.

# New Hire Paperwork Processing

Now that the new hire has completed the applicable paperwork, the following steps are taken for processing the new hire information:

1. Ensure applicant packet was completed at time of first interview to be filed in personnel file; do **not** file interview notes in personnel file; keep notes in the applicant file with the job posting and other resumes/applications.
2. Use the new hire checklist to ensure all paperwork has been accurately completed and submitted.
3. Review all new hire paperwork for completion.
4. Ensure that manager and employee signed the Employee Action Sheet and Pay Plan (if applicable) with copies given to the employee.
5. Sign the witness/company representative line of the Confidentiality Agreement.
6. Complete company property tracking sheet/key log.
7. Registration of company information system (if applicable).
8. Review the following forms for accuracy:
   1. Employee Data Sheet
   2. Direct Deposit Form
   3. W-4
   4. I-9
   5. Nevada Workplace Safety Pamphlet acknowledgement (ensure employee keeps Pamphlet)
   6. Policy of Work Related Injury/Illnesses
   7. Anti-Harassment Training acknowledgement
   8. Employee Handbook acknowledgement
   9. Health insurance enrollment forms
   10. 401(k) enrollment forms
9. Collect the following:
   1. Identification for I-9 purposes after giving employee a list of acceptable documents from the Form I-9 (refer to Form I-9 detailed instructions for proper processing)
   2. Official copy of driving record
10. Complete the Employer section of the Form I-9 (refer to detailed instructions that accompany the form for proper completion).
11. Before filing employee paperwork, ensure that all forms have been routed to the appropriate place, to include:
    1. New Employee Sheet to payroll processor
    2. Direct deposit form to payroll processor
    3. W-4 form to payroll processor
    4. Health insurance enrollment forms to insurance carrier and COBRA administrator (if applicable)
    5. 401(k) Enrollment forms to Administrator
12. All new hires must be reported to the State Department of Employment at least monthly. Note that some payroll processing companies (i.e., Paychex) handles the new hire reporting to the State on behalf of the employer. After confirming with the payroll processing company, if it’s not being done then these steps must be taken:
    1. In Nevada, information is submitted to the Department of Employment, Training and Rehabilitation (DETR) and the form to complete is attached. New employee information can be tracked on this form (add it on date of hire) and submitted at month end. The form is faxed to DETR at (775) 684-6379 (must use area code). To report New Hire information via secure File Transfer Protocol (FTP) you must establish a user ID and password.  Please call the New Hire Unit  at  775-684-6370, or toll free at 888-639-7241 for details. Will vary in other states.

# Personnel File Set-Up

All documents completed and/or signed by the employee (except documents that require separate filing) will be filed in a tri-fold Personnel file with 6 individual “pockets” to group documents in an organized, easily accessible manner. M**ost recent documents, when dated, should be on top.**

## Packet 1:

* Application
* Resume
* Background Check Authorization
* Employee Data Sheet/Emergency Contact
* New Hire Checklist
* Termination Checklist (after termination)
* Termination documents such as separation agreement, resignation letter, etc. (after termination)
* Any unemployment filings (after termination)

## Packet 2:

* W-4
* Misc. payroll records/forms
* Time off requests
* Any additional withholdings

## Packet 3:

* Employee Action Form
* Pay Plan (if applicable)
* Offer letter (if applicable)
* Payroll Status/Change forms

## Packet 4:

* Signed Agreements (i.e., Confidentiality Agreement, Non-Disclosure, etc.)
* Acknowledgements/Receipts of Company issued documents:
  + New Hire Orientation
  + Employee Handbook
  + Safety orientation checklist
  + Signed leave of Nevada Safety Pamphlet
  + Safety Program Manual/Safety Rules acknowledgement
  + Policy of Work Related Injuries
  + Worker’s Compensation Memo
  + Departmental policies
  + Other Company policies
* Training Records
  + Anti-Harassment (if applicable)
  + Safety (if applicable)
* Company property tracking (keys/company property/credit cards issued)
* Company information system information (if applicable)
* Employment verifications
* Certificates, licenses etc
* Copies of ID

**Packet 5:**

* Annual reviews
* Warnings

**Packet 6:**

* Non-Medical Benefits info, i.e., 401(k) forms
* Company stock options forms

## Additional Filing:

Per applicable federal and/or state laws and regulations, the following documents are not included in the personnel file:

* I-9 – filed in a separate binder
* EEO Voluntary Form – filed in a separate file (makes for ease of submitting EEO-1 report annually)
* Worker’s compensation or injury/accident at work – for each individual claim, file in a separate file labeled with the employee’s name and date of injury
* Background Check results – filed in confidential employee file
* Payroll liens (i.e., Child support, wage garnishments) – filed in confidential employee file
* Drug test results – filed separately in one file
* Documentation of any incident that doesn’t have any employee signature on it – filed in confidential employee file
* Insurance forms (enrollment, FSA, etc.) or medical information or anything that would disclose medical condition (HIPPA) – filed in medical file

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| **Reporting New Hire Information to the State of Nevada**  For Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Federal Employer ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Name/Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fax to: (775) 684-6379  Department of Employment, Training and Rehabilitation Employment Security Div  New Hire Unit | | | |
| New Hire Full Name | New Hire Social Security Number | New Hire Start Date | New Hire Complete Address |
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