

7

STEPS FOR MAKING YOUR FIRST HIRE IN NH



ABRIDGE LAW



Expanding your team to include your first new hire is a big decision and the process of interviewing candidates can be exhausting.

HOWEVER...

Once you have selected your preferred candidate, there are several steps that you'll need to take for documenting your first new hire.

Set up the right process for the first employee so that it can be repeated for future new hires.





STEP 1:
COMMUNICATE
THE OFFER



Communicate the offer of employment in writing

Yes, a phone call to let the candidate know of his/her selection is OK, *as long as you follow it up with a written offer.*

You need to let your new hire know of some important requirements before reporting for his/her first day and those are best communicated in writing.

THINGS TO INCLUDE IN THE OFFER LETTER

01

TITLE OF THE POSITION

Consider also a brief description of duties to be performed and/or the name or position of the direct supervisor. Also specify whether a full- or part-time position.

02

START DATE

The date of hire can have important ramifications for benefits, reporting requirements, etc. Use a specific date.

03

TERMS OF COMPENSATION

Include the rate of pay (annual, weekly or hourly), the frequency (weekly, bi-weekly, etc.) and method (for example, by check or direct deposit on the 1st and 3rd Friday of each month).

THINGS TO INCLUDE IN THE OFFER LETTER

04

VACATION AND OTHER BENEFITS

A detailed summary is not necessary. A list of benefits currently offered by the company is fine.

05

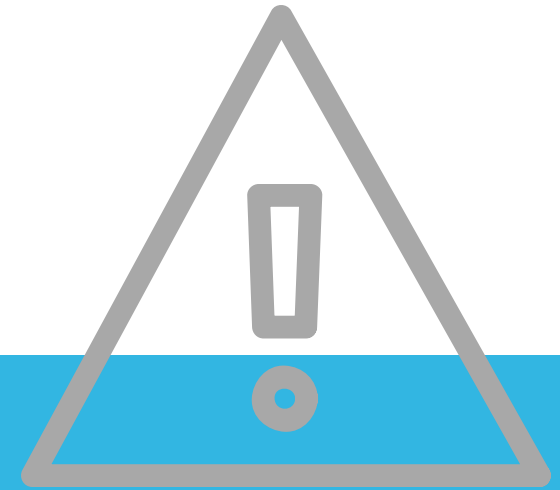
CONDITIONS OF EMPLOYMENT

List background check, drug screening or other conditions, including execution of restrictive covenant agreements.

06

AT-WILL EMPLOYMENT RELATIONSHIP

Confirm the at-will nature of the employment relationship.



Under New Hampshire law, non-competition agreements need to be presented to a prospective new hire prior to beginning employment.

If you plan to use a non-competition agreement with employees, make sure that it is drafted to comply with state law and presented to the new hire BEFORE employment begins.



STEP 2:
OBTAIN WORKERS
COMP INSURANCE

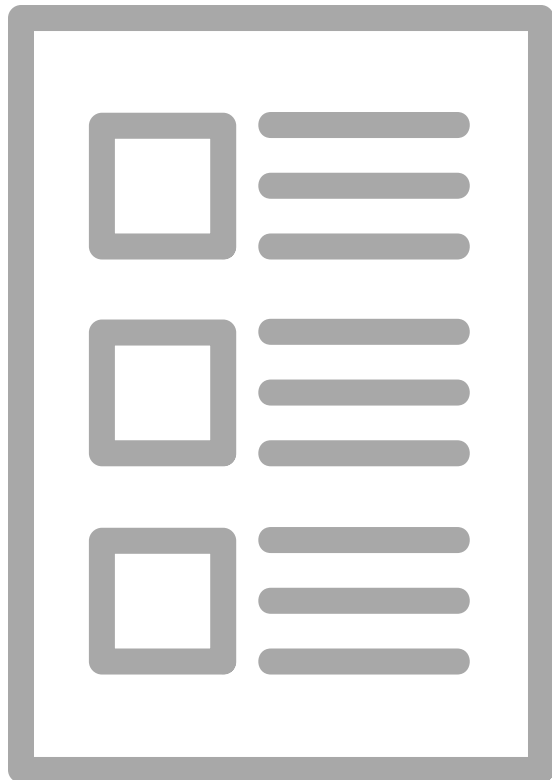


Under New Hampshire law, workers compensation insurance is required for workplaces with 1 or more employees, regardless of whether they are full- or part-time. Contact a NH licensed insurance carrier to obtain appropriate coverage.



STEP 3:
VERIFY EMPLOYMENT
ELIGIBILITY

Form I-9 should be presented to the new hire by no later than the first day of employment



To obtain a copy of Form I-9, [click here](#).

Verifying documents need to be presented by the new hire within 3 business days of commencing employment.

The completed form must be retained by the employer and be available for inspection by U.S. Government officials.

No filing with a federal agency is required.



STEP 4:
HAVE THE NEW HIRE
COMPLETE IRS W-4

To obtain a copy of Form W-4, click [here](#).

Ask all new employees to give you a signed Form W-4 when they start work.

The amount of income tax withholding must be based on filing status and withholding allowances as indicated on the form.

To know how much income tax to withhold from employees' wages, you should have a Form W-4, Employee's Withholding Allowance Certificate, on file for each employee.





**STEP 5:
REGISTER AS A NEW
NH EMPLOYER**

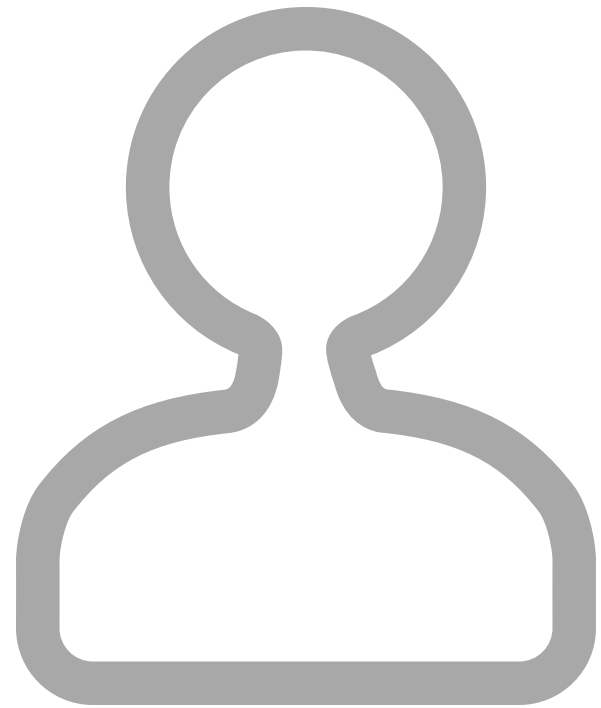


As an new employer, you must file an Employer Status Report with New Hampshire Employment Security (NHES) within 30 days of first providing employment in New Hampshire. NHES will send you a Determination of Liability and establish a separate account for your business to begin paying unemployment taxes.

The Employer Status Report filing can be made online by going to www.nhes.nh.gov.



STEP 6:
COMPLETE NEW HIRE
REPORTING



Welfare reform legislation requires all employers to report certain information on "New Hires" to a designated state agency. In New Hampshire, that agency is NH Employment Security (NHES).

All new hires must be reported within 20 days of the hire date with NHES.

The filing can be made online at www.nhes.nh.gov.



STEP 7:
RETAIN COPIES OF ALL
WAIVERS AND NOTICES

**Be sure to have
employees sign:**

- Acknowledgments of
any written policies and
procedures**
- Authorizations for
payroll deductions**
- Waiver forms (benefit
waiver, publicity
waiver, etc.)**

**Retain copies in the
employee's personnel
file.**



QUESTIONS?

CONTACT US

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