

7 Steps for Making Your First Hire in New Hampshire

**BERN
STEIN
SHUR**



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 your 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 their 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 their first day and those are best communicated in writing.



Things to Include in the Offer Letter

1

TITLE OF 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.

2

START DATE

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

Use a specific date.

3

TERMS OF COMPENSATION

Include:
the rate of pay
(annual, weekly, hourly),

the frequency
(weekly, bi-weekly etc.),

and method
(for example, by check or direct deposit on the 1st and 3rd Friday of every month)

Things to Include in the Offer Letter

4

VACATION & OTHER BENEFITS

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

5

CONDITIONS OF EMPLOYEMENT

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

6

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 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, worker's compensation insurance is required for workplaces with one 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 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.

- To obtain a copy of 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.

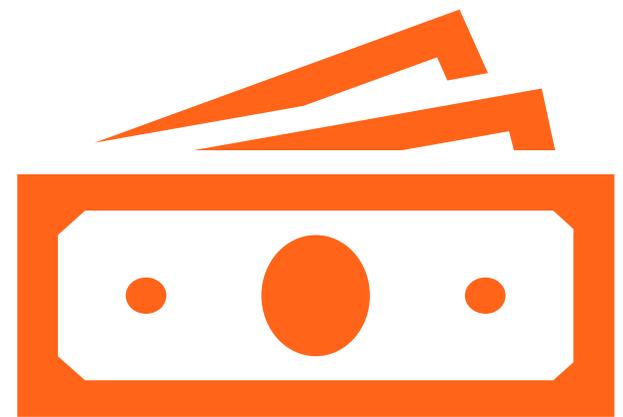


Step 5: Register as a New NH Employer

As a 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 *New Hampshire Employment Security (NHES)*.

All new hire 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: Obtain 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.

