

## NEW HIRE FORMS

(newhireforms.doc)

**Desired Outcome:** Correct use and completion of new employee forms in compliance with state and federal regulations and employer's personnel policies.

**Measurement:** Periodic review of personnel file contents.

Every time a new employee begins work with your practice, complete a New Employee Orientation to get him or her off on the right track. Use the following checklist of forms to help you.

The Employee should fill out these forms and return to you:

✓	FORM	LOCATION	COMMENTS
	W-4*	Current year in Management SOPs book (for tax year 2008 only)	Updated form always available at the IRS website at <a href="http://www.irs.gov">www.irs.gov</a>
	DE-4*	Management SOPs book	You are required to give, but in only needs to be returned to you if the employee wants state withholding to be different than federal withholding. Updated form always available at the EDD website at <a href="http://www.edd.ca.gov/employer.htm">www.edd.ca.gov/employer.htm</a>
	I-9*	Management SOPs book	Please see SOP on how to complete an I-9 form. Updated form always available at the US Citizens and Immigration Services website at <a href="http://www.bcis.gov/graphics/index.htm">www.bcis.gov/graphics/index.htm</a>
	Personal Physician Designation*	Management SOPs book	
	Employment Agreement	Bent Ericksen's Forms folder	
	Employee Acknowledgment	Bent Ericksen's Forms folder	Be sure to allow employee ample time to read the Personnel Policy Manual before he or she signs this form.
	Employee Confidential History	Bent Ericksen's Forms folder	
	Hepatitis B – Information and Consent	Bent Ericksen's Forms folder	Or use Hepatitis B – Vaccine Declination if the employee opts out of vaccine.
	Maintaining a Safe Workplace	Bent Ericksen's Forms folder	

**Any Dentist, DDS**

Management Standard Operating Procedures

Created by Marsha Freeman & Associates (800) 253-2544 [www.marshafreeman.com](http://www.marshafreeman.com) and [www.sops.com](http://www.sops.com)

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The following forms will be used in the employee's personnel file (or for other uses), and are for your internal use only. Do not give them to the employee

✓	FORM	LOCATION	COMMENTS
	New Employee Orientation Checklist	Bent Ericksen's Forms folder	See the SOP <i>New Employee Orientation</i> for guidance on how to use this form
	Benefits Record Form	Bent Ericksen's Forms folder	
	Wage Compensation Record	Bent Ericksen's Forms folder	
	Employee Attendance Record	Bent Ericksen's Forms folder	
	Vacation Tracking Worksheet	Bent Ericksen's Forms folder	
	Report of New Employee(s) (DE 34)*	Sample ONLY in Management SOPs book	The law requires all employers to report information on newly hired employees who work in California to the EDD's "New Employee Registry" no later than 20 days after the start-of-work date. <u>All</u> employees must be reported, regardless of age, wages, work schedule, temporary status, or discontinue of their employment before the 20 <sup>th</sup> day of employment. <b>ALL EMPLOYEES.</b> To do this, use the form "Report of New Employee(s)", form DE 34. You can order these forms in bulk via the EDD's website at <a href="http://www.edd.ca.gov/employer.htm">www.edd.ca.gov/employer.htm</a> .

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You should give these items to the employee to keep

✓	FORM	LOCATION	COMMENTS
	Paid Family Leave Flyer “Notice to Employees” (DE 1857A*	Sample ONLY in Management SOPs book	You can order these flyers in bulk via the EDD’s website at <a href="http://www.edd.ca.gov/employer.htm">www.edd.ca.gov/employer.htm</a>
	Paid Family Leave Flyer “Paid Family Leave Insurance Program” (DE 2551*)	Sample ONLY in Management SOPs book	You can order these flyers in bulk via the EDD’s website at <a href="http://www.edd.ca.gov/employer.htm">www.edd.ca.gov/employer.htm</a>
	SDI Pamphlet “State Disability Insurance Provisions” (DE 2515)*	Sample ONLY in Management SOPs book	You can order these pamphlets in bulk via the EDD’s website at <a href="http://www.edd.ca.gov/employer.htm">www.edd.ca.gov/employer.htm</a>
	UI Pamphlet “For Your Benefit” (DE 2320)*	Sample ONLY in Management SOPs book	You can order these pamphlets in bulk via the EDD’s website at <a href="http://www.edd.ca.gov/employer.htm">www.edd.ca.gov/employer.htm</a>
	Work Comp Pamphlet “The Injured Worker” *	Sample ONLY in Management SOPs book	You can order these pamphlets in bulk via the DWC’s website at <a href="http://www.dir.ca.gov">www.dir.ca.gov</a>
	Sexual Harassment Pamphlet “Sexual Harassment is Forbidden by Law” (DFEH-185)*	Sample ONLY in Management SOPs book	You can order these pamphlets in bulk via the DFEH’s website at <a href="http://www.dfeh.ca.gov">www.dfeh.ca.gov</a>

\* = Documents required by law.

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