# Basic Checklist for Newly Hired Employees

*For California Employers*

Each employer has unique actions which must be taken regarding new employees.  Below is a brief list of mandatory actions which must be taken by all California employers.

 **Mandatory Actions**

* Complete an I-9 Form
* Provide "For Your Benefit" DE 2320 booklet
* Provide information regarding Worker's Compensation rights, benefits and obligations under Title 8 §9880 (at time of hire or no later than the end of the first pay period)
* Provide State Disability Insurance (SDI) information brochure DE 2515 and Paid Family Leave brochure DE 2511
* Provide a Sexual Harassment  information sheet DFEH 185 (English), (Spanish) DFEH 185s or equivalent, delivered in a manner that assures distribution to each employee (CA Gov. Code §12950(b))
* Complete IRS W4 Form
* New Hire Reporting Program employees, independent contractors report within 20 days of hire
* Provide California Wage Theft Notice (non-exempt employees)
* Provide Victims of Domestic Violence Notice