

# A Payroll Compliance Checklist When Onboarding a New Caregiver

You've done the hard part of finding, interviewing, and making an offer. Now it is time to make sure your new employee is onboarded properly.

## CLASSIFY NEW HIRE APPROPRIATELY

Understand whether the people you hire are, in fact, employees or independent contractors.

Resource - [Classifying Your Health Care Workers: Independent Contractor or Employee](#)

## INSPECT ALL ONBOARDING PAPERWORK

Visually inspect all onboarding paperwork for missing information or details that don't match identification documents:

- Is it the correct SSN?
- Does their name match and is it spelled correctly?
- Consider using E-verify for employment data verification.
- Verify Form W-4 for accuracy.
- Complete Form I-9 for compliance.

Resource - [Onboarding a Home Care Employee](#)  
To learn more about automating onboarding, click [here!](#)

## STATE AND LOCAL TAX SETUP

Determine state and local tax requirements:

- If you are new to a particular state, note that there can be differences in minimum wage, overtime laws, local taxes, and more.
- Even when you are familiar with a particular state, laws may have changed. Ensure that your payroll software is up to date.

Resource - [The Joy of Home Care Payroll](#)

## DATA ENTRY ACCURACY

Carefully enter all data into your payroll and HR software if you don't have an automated solution for onboarding and payroll:

- Don't forget to upload documents provided by the employee into your payroll and HR software.

## DOUBLE- AND TRIPLE-CHECK

Double-check spelling and accuracy of other personal information including wage details, home addresses, and direct deposit account(s).  
Your new employee doesn't want to have to correct you when they receive their first pay check. Establish trust from day 1.

## DETERMINE BENEFITS ELIGIBILITY

Determine whether the employee is eligible for benefits.  
For ACA purposes - determine if the employee is full-time, part-time, or variable from day 1.

Resource - [ACA Revisited Webinar: What to Consider When Offering Benefits](#)

## PROVIDE HANDBOOK AND OTHER DISCLOSURES

Provide the employee with your handbook and wage and benefit disclosure information (check your state requirements):

- Obtain the employee's signature and store it in your payroll and HR software.

## ASSIGN A LEARNING PLAN

Employee development begins day 1 - Let your new hire know you are invested in helping them grow.

Resource - [Creating a Learning Plan for Your Caregivers](#)