



Colorado Hospitality New-Hire Checklist

Employee Name: _____

Hire Date: _____

New-Hire Paperwork

- Resumé
- Application
- Work-status information
 - Social Security Number (SSN)
 - [W-4 Form](#)
 - Colorado Employee Withholding Certificate: Form DR 0004
 - [I-9 Form](#)
- Employee contact information and emergency contact information
 - Optional information to keep on employee contact-information form
 - Full name
 - Address
 - Phone number
 - Title and department
 - Social Security Number
 - Start date
 - Salary
 - Emergency contacts
 - Name, phone number, relationship
 - Educational background
 - Work history
 - Voluntary EEO-1
 - <https://corerestaurantjobs.com/employer-resources/>
- [Job Description](#)
- Direct Deposit information (if applicable)
- Review of benefits offered by the employer
 - [Outline of state-mandated sick-leave policy](#)
 - [Overview of state-mandated FAMLI](#) (Family and Medical Leave Insurance Program)
 - [Outline of Colorado Secure Saving Plan](#)
- Review of handbook/employee guidelines



- Acknowledgment of receipt of handbook/guidelines, returned on: _____
- [COMPs Order](#) and acknowledgement of receipt, returned on: _____
- Acknowledgement of time recording, meal and rest period procedures, returned on: _____

- [Notification of Healthcare Exchange](#)
- [Reasonable Accommodation for Pregnant Workers Notification](#)
- [Colorado Secure Savings Plan Notification](#)
- Set up in payroll system
- Set up in timekeeping system
- Set up in company systems

- [Required Public Postings](#)
 - Healthy Families & Workplaces Act (“HFWA”)
 - Public Health Emergency Whistleblower Law (“PHEW”) Poster
 - Colorado Overtime & Minimum Pay Standards Order #38 Poster
 - Colorado Department of Labor and Employment Division of Labor – Notice of Paydays Poster
 - Workers’ Compensation Act English Poster
 - Workers’ Compensation Act Spanish Poster
 - WC050 – Notice of Injury Poster
 - Colorado Anti-Discrimination Poster
 - Notice to Workers Poster 502
 - Federal postings