**Documents Required for Time of Hire in California**

* **Offer Letter or Employment Agreement**
  + Outline the terms of employment, including job title, start date, compensation, and any conditions of employment. \*Branded offer letter template available upon request through consultation meeting\*
* **Form I-9 (Employment Eligibility Verification)**
  + Required by the federal government to verify the employee’s identity and authorization to work in the United States.
  + **Resource:** [USCIS Form I-9](https://www.uscis.gov/i-9)
* **W-4 Form (Employee’s Withholding Certificate)**
  + Used to determine the amount of federal income tax to withhold from the employee's paycheck.
  + **Resource:** [IRS Form W-4](https://www.irs.gov/pub/irs-pdf/fw4.pdf)
* **DE 4 Form (California Employee’s Withholding Allowance Certificate)**
  + Used to determine the amount of state income tax to withhold.
  + **Resource:** [California EDD Form DE 4](https://edd.ca.gov/siteassets/files/pdf_pub_ctr/de4.pdf)
* **California Wage Theft Prevention Act Notice**
  + Provides information on the employee’s pay rate, payday, and other employment terms.
  + **Resource:** [DIR Wage Theft Prevention Act Notice](https://www.dir.ca.gov/dlse/FAQs-NoticeToEmployee.html)
* **Notice Regarding Workers’ Compensation**
  + Provides information about workers’ compensation benefits and the process for reporting workplace injuries.
  + **Resource:** [California DIR Workers’ Compensation](https://www.dir.ca.gov/workers'_comp.html)
* **Notice of Sexual Harassment Prevention**
  + Acknowledgment that the employee has received and understands the company’s sexual harassment prevention policy.
  + **Resource:** [DFEH Sexual Harassment Prevention](https://calcivilrights.ca.gov/shpt/)
* **Paid Sick Leave Notice (Healthy Workplace Healthy Family Act)**
  + Inform employees of their rights to paid sick leave under California law.
  + **Resource:** [California DIR Paid Sick Leave](https://www.dir.ca.gov/dlse/paid_sick_leave.htm)
* **Employee Handbook Acknowledgment**
  + Acknowledgment that the employee has received, read, and understood the company’s employee handbook. \*Employee handbook and/or policy creation available upon request through consultation meeting (additional fees may apply) \*
* **Direct Deposit Authorization Form (Optional)**
  + Allows the employee to authorize direct deposit of their paycheck.
* **Health Insurance Exchange Notice (ACA Requirement)**
  + Inform new hires about the health insurance marketplace and the company's health insurance offerings.
  + **Resource:** [DOL Health Insurance Exchange Notice](https://www.dol.gov/agencies/ebsa/laws-and-regulations/laws/affordable-care-act/for-employers-and-advisers/coverage-options-notice)

These documents are essential for ensuring compliance with California and federal laws during the separation processes. It's important to review and update these documents regularly to reflect any changes in the law.

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