

CALIFORNIA EMPLOYER NEW HIRE CHECKLIST FOR RESTAURANTS AND OTHER FOOD SERVICE EMPLOYERS

DOCUMENTS PROVIDED TO EMPLOYEE:

- Affordable Care Act Notification Form
- Wage Theft Protection Act (WTPA) Notice
- DE 2511: Paid Family Leave Pamphlet
- DE 2320: Unemployment Pamphlet
- DE 2515: Disability Insurance Pamphlet
- California Employee Handbook
- Background Investigation Policy
- California Fair Credit Reporting Act Notice of Rights
- Drug and Alcohol Free Workplace Policy
- Arbitration Agreement
- ADP Self Service Registration Reference Guide
- Current Payroll Schedule
- On-Board Administrative and Executive Contact List
- Benefit Enrollment Packet (If applicable)
- Job Description
- Family and Medical Leave Policy
- Pregnancy Disability Policy
- New Paid Sick Leave Policy
- Tip Pool Policy
- Paid Sick Leave Policy (Depending on your location)

DOCUMENTS RETAINED BY THE COMPANY:

- Employment Application
- Applicant Background Investigation Authorization Form
- Equal Employment Opportunity Self-Identification Form
- Emergency Contact Form
- Direct Deposit Form (Optional)
- PTO Savings Account Direct Deposit Form (Optional)
- W-4 Form
- I-9 Form
- DE-4 Form
- Signed California Employee Handbook Acknowledgment Form
- Signed Arbitration Agreement
- Signed Drug Screen Consent Form
- Signed Copy of Job Description
- Completed Benefit Enrollment Forms

