

EMPLOYER COMPLIANCE CHECKLIST

(Wage & Hour Division Email: InspectionDiv@dol.nh.gov)



GENERAL REQUIREMENTS

- Workers Compensation Coverage, required if you have one or more employees, full or part-time. [RSA 281-A:5](#)
(Worker Compensation email: NHCoverage@dol.nh.gov)
- Documents verifying employment eligibility, (i.e., I-9). [RSA 275-A:4-a](#)
- W-4 – [Link to IRS](#)
- Register with [NH Employment Security](#) within 30 days of first providing employment
- Report new employees to [NH Employment Security](#)
- Mandatory State & Federal Posters – [Print Posters Here](#).
- Register Business with [NH Secretary of State Office](#).

PAYMENT OPTIONS FOR WAGES DUE

- Permission required by NHDOL to pay wages other than Weekly or Biweekly. (i.e. semi-monthly, monthly)
[RSA 275:43 I](#) Form to request paying wages other than weekly or biweekly – [Complete and Print Here](#).
- Paper Check - **Required** Offering to Employees. [RSA 275:43 I \(e\)](#)
- Direct Deposit – Cannot be Mandated. [RSA 275:43 I \(c\)](#)
- Payroll Card – Cannot be Mandated. [RSA 275:43 I \(d\)](#)

RECORD KEEPING REQUIREMENTS

- Written Notification signed & dated for every employee. [RSA 275:49 I, II](#) – [Sample Form](#)
 - Rate of pay - Hourly/Salary, Commissions, Piece Rates, Flat Rates. [RSA 275:49](#)
 - Established and Posted Payday. [RSA 275:49](#) – [Print Poster Here](#)
 - Written Fringe Benefits Policy - How benefits are accrued; how they are to be used; and how they can be lost; (i.e., termination or resignation). [RSA 275:49](#)
- Accurate and Legal Time Recording Procedures & Protocols. [RSA 279:27](#). Administrative Rules [Lab 803.01\(g\)](#); [Lab 803.03\(f\) & \(g\)](#)
- Written Authorization for legal deductions. [RSA 275:48](#) – [Sample Form](#)
- Written Authorization for recovery of Accidental Overpayment of Wages [RSA 275:48\(d\) \(4\)](#) – [Sample Form](#)
- Arrangement with local bank for free check cashing. [RSA 275:43 \(e\)](#)
- Proper Classification of employees – Misclassification. [RSA 281-A:2, VI \(d\)](#) – [Print Criteria Here](#)
For Salaried Exempt vs. Salaried Non Exempt employees, call USDOL (603) 666-7716

SAFETY

- Safety Program & Manual, Safety Committee** (Joint Loss Management Committee), and **Safety Summary Form** on File with NHDOL when employer has 15 or more employees. [RSA 281-A:64](#)

YOUTH EMPLOYMENT

- 12-15 yr. olds, Youth Certificates due within 3 days of first day of employment. [RSA 276-A:5](#) – [Request for Certificate](#)
- 16-17 yr. olds, Parental Permission due prior to or on first day of employment. [RSA 276-A:4, VIII](#) – [Sample Form](#)
- Youth Hours [RSA 276-A:4 IV, VI, VII](#); [RSA 276-A:11](#); [RSA 276-A:12](#); [RSA 276-A:13](#). Hazardous Occupations for 14/15 yr. olds & 16/17 yr. olds; see state requirements [RSA 276-A:4 I, III](#); Administrative Rules [Lab 1003.01](#); [Federal Requirements](#); and [Child Labor Bulletin 101](#).
- NHDOL Approved “**School to Work Program**” [RSA 279:22aa](#); If applicable – Worksite Pre-Screen Form – [Complete and Print Here](#).

Sign up for email alerts [HERE](#)



LAB 600 Safety Program Guidance Information

RETURN TO CHECKLIST

NHDOL has made available [“A Guide for Developing a Written Safety Program and Lab 600 Rules”](#)

Employers with 15 Employees or more shall have a Written Safety and Health Program

- Guidance for creation of a Written Safety and Health Program is provided in the online guide booklet “A Guide for Developing A Written Safety Program And Lab 600 Rules” (pages 1-14)

Employers with 15 Employees or more shall file a Safety Summary Form *ONCE*

- Available as a [PDF online](#) OR available in the online guide booklet (pages 20 & 21)
- Safety Summary Form Guidance [instructions](#) are available online and on page 22 of the online guidance booklet.

Employers with 15 Employees or more are required to update the Safety and Health Program every 2 years.

- Must be documented (update log available on Page 23 in booklet)

Employers with 15 Employees or more must establish a Joint Loss Management Committee (*otherwise known as the Safety Committee*)

- The JLMC must have equal representation of management and employee non-management members, or more employee non-management than management members
- Must meet, at minimum, quarterly
- Must document meeting minutes and make available for review of all employees
- More information about JLMC in online guidance booklet (page 17, Part Lab 603)

Sign Up For E-Mail Alerts

From time to time the Department of Labor issues informational alerts of interest to individuals and businesses in New Hampshire. The alerts may announce new laws, changes to existing labor law and rules or announce department-sponsored events or training seminars. You will receive an email with a confirmation link after you enter your subscription information. You will need to use the link in the confirmation email to activate your email alert subscription.

Sign up for e-mail alerts. Please visit our website at: www.nh.gov/labor

- Under “How Do I?” on the right side of the page, “Subscribe to Labor Email Alerts”
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Questions?

Contact us by e-mail at Safety@dol.nh.gov or by phone at (603) 271-6850 or (603) 271-6297.

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