



State of New Hampshire

Department of Labor

Phone:
603.271.3176

Email:
Inspectiondiv@dol.nh.gov

EMPLOYER COMPLIANCE CHECKLIST

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 & 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 (15 or more employees [RSA 281-A:64](#))

Safety Program & Manual

Safety Committee (Joint Loss Management Committee)

[Safety Summary Form](#) (Please find the instructions [Here](#))

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 279:22-aa](#); If applicable – Worksite Pre-Screen Form – [Complete and Print Here](#).



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Questions?

- **Wage & Hour Division:** Contact us by email at Inspectiondiv@dol.nh.gov or by phone at 603.271.1492 or 603.271.6294
- **Safety Division:** Contact us by e-mail at Safety@dol.nh.gov or by phone at 603.271.6850 or 603.271.6297.
- **Worker’s Compensation Coverage:** Contact us by email at WorkersComp@dol.nh.gov or by phone at 603.271.3175 or 603.271.0126