



THE FOUNDER'S FIRST-HIRE CHECKLIST

Everything that has to be true before someone's first day, in the order the calendar hands it to you. Items with a legal deadline are marked.

01 BEFORE YOU MAKE THE OFFER

- ☐ Employee or contractor?
Control over how the work is done, not the label you use.
- ☐ Exempt or non-exempt under the FLSA?
A salary alone doesn't make someone exempt. Non-exempt means overtime and timekeeping.
- ☐ Work out the fully loaded cost.
Salary plus 7.65% employer FICA, unemployment, comp premium, benefits.
- ☐ Confirm the state they'll work in.
It drives registrations, withholding, leave rules and required notices.

02 BEFORE THEIR FIRST DAY

- ☐ Register for withholding and unemployment.
In their work state. Some states take weeks, so start early.
- ☐ Put a workers' comp policy in place.
Required in Missouri at five employees, and at one in construction.
- ☐ Send a written offer letter.
Pay rate, exempt status, start date, at-will employment.
- ☐ Have an employee handbook, even a short one.
- ☐ Set them up in payroll.
Pay frequency is governed by state law, not preference.

03 DAY ONE, AND THE THREE DAYS AFTER

- ☐ Form I-9, Section 1 — employee completes. **FIRST DAY**
No later than their first day of work for pay.
- ☐ Form I-9, Section 2 — you complete. **3 BUS. DAYS**
Examine original documents within three business days of that first day.
- ☐ Federal W-4, plus the state equivalent.
- ☐ Direct deposit authorization.
- ☐ Handbook acknowledgment, confidentiality and IP agreements.
- ☐ Benefits enrollment, or a signed waiver.
- ☐ Report the hire to the state. **20 DAYS**
Missouri allows 20 calendar days from the date of hire.

04 WITHIN THE FIRST MONTH

- ☐ Post federal and state labor law notices.
Electronically, with a record, for remote employees.
- ☐ Open a personnel file. Keep I-9s separate.
So an audit gets the I-9s and nothing else.
- ☐ Start timekeeping for non-exempt staff.
Reconstructing hours later is not a defense.

AND THEN, AS THE TEAM GROWS

Nobody writes to tell you you've crossed a threshold. These are the headcounts where new obligations switch on.

1

Payroll tax, I-9, FLSA

5

MO workers' comp

11

OSHA records

15

Title VII · ADA

20

ADEA · COBRA

50

FMLA · ACA

100

EEO-1

YOU DON'T HAVE TO RUN ANY OF THIS YOURSELF

SimploY handles payroll, HR, workers' compensation and benefits for St. Louis companies from the first hire onward. No headcount minimum, and the fee is per employee per month, so it moves with your team rather than your salaries.

TALK TO US

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General information for employers in Missouri and the surrounding region, not legal advice. Several of these rules differ by state, and thresholds and deadlines change — talk to us, or to your attorney, about your own situation. "SimploY" Enriching the lives of those we serve "Serving St. Louis since 2004" simploY.com