



81 Makawao Avenue, Suite 202 ♦ Makawao, HI 96768 ♦ 808/572-6454 ♦ FAX: 808/572-1788 [www.pbs-maui.com](http://www.pbs-maui.com)

### Checklist for New Employee Hire

Please follow these instructions when hiring a new employee:

Give the following forms to the new employee and ask them to complete and return to you before their start date:

- ✓ IRS Form W-4
- ✓ Hawaii Form HW-4
- ✓ Form I-9 (Include a copy of the employee's driver's license (or state ID) and social security card.)
- ✓ Employee Data Sheet (Employment Application)
- ✓ Employee Direct Deposit Authorization (if applicable)
- ✓ Non-Binding Affirmation Regarding Medical Care Form
- ✓ Handbook Receipt
- ✓ Employee Handbook (Give to employee)
- ✓ Employee Safety Orientation Checklist (signed by employee-REQUIRED)

The client should return the above forms (except the Employee Handbook-which the employee keeps) to the PBS Representative **prior to employee start date**.

If a worker is permitted to perform work before submitting all required forms (including copies of forms of identification), you may be responsible for medical costs and unemployment if a claim is initiated before the worker is approved for work under our program.

### Addendum to Client Agreement

Addition of Workforce Members: We authorize the following additions: (Complete a separate form for each new employee.)

Name (first, middle, last):

Position:  Desired Start Date: / /

Social Security Number: -- Hourly Rate of Pay \$  (per hour)

OR

Salaried Rate of Pay \$  [ ] Monthly [ ] Annually

PBS will bill the client a contracted rate based on the above hourly rate in accordance with our signed agreement.

Client Authorization (sign here):   
(This form must be signed by an officer or owner of the company.)

Date: / /