

Standard Operating Procedure (SOP)

New Hire Documentation and Verification Procedures

Purpose

This SOP details the **new hire documentation and verification procedures**, including the collection of necessary employment forms, identity and eligibility verification, background checks, and compliance with legal requirements. The objective is to ensure accurate and complete employee records, maintain regulatory compliance, and facilitate a smooth onboarding process for new hires.

Scope

This SOP applies to all new employees, including full-time, part-time, and temporary staff, as well as contractors where applicable.

Responsibilities

- **Human Resources (HR):** Oversee the documentation and verification process, ensure legal compliance.
- **Hiring Manager:** Coordinate with HR, ensure new hire receives required forms and instructions.
- **New Hire:** Complete and submit all required documentation accurately and on time.

Procedure

- 1. Offer Letter & Acceptance**
 - HR issues formal offer letter to successful candidate.
 - Candidate reviews, signs, and returns the offer letter.
- 2. Pre-Employment Documentation**
 - HR sends new hire welcome package containing required forms (e.g., W-4, I-9, direct deposit, policy acknowledgements).
 - New hire completes and returns documentation, either electronically or in-person on the first day.
- 3. Identity and Eligibility Verification**
 - New hire provides valid identification and work authorization documents (per I-9 requirements).
 - HR reviews and verifies documents. Copies are retained according to regulatory and company policy.
- 4. Background Checks (if applicable)**
 - HR obtains signed consent form from new hire.
 - HR initiates background screening (e.g., criminal, employment verification, reference checks).
 - HR reviews results and determines eligibility for employment based on findings and company policy.
- 5. Compliance Review**
 - Ensure all mandatory legal and company-specific forms are completed and signed.
 - Maintain confidentiality and secure storage of personal data and documents.
- 6. Recordkeeping**
 - HR files all documentation in the employee's official personnel file (electronic or physical).
 - Retain records in accordance with applicable laws and company retention policies.
- 7. Onboarding Completion**
 - HR confirms all steps are complete before beginning formal onboarding orientation and training.

Required Documentation

Document	Purpose	Responsible Party
Offer Letter	Confirms employment terms	HR/New Hire
Form I-9	Employment eligibility verification	HR/New Hire
Form W-4/State Tax Forms	Tax withholding setup	New Hire

Direct Deposit Form	Payroll setup	New Hire
Background Check Consent	Permission for screening	New Hire
Policy Acknowledgements	Compliance with company policies	New Hire

Compliance

- Adhere to all federal, state, and local employment laws and regulations.
- Maintain confidentiality of personal and sensitive information at all stages.
- Ensure non-discriminatory practices throughout the hiring process.

Review and Update

This SOP should be reviewed annually or as required by changes in law or company policy.