

UTAH NEW HIRE GUIDE

Get your Federal Employer Identification Number (FEIN)

☐ Go to <https://www.irs.gov>. After obtaining your new FEIN, you will be able to register your business to pay the mandatory federal taxes.

Register Your Business with the State of Utah

☐ Utah Department of Commerce – Register your entity and secure your business name at

<https://businessregistration.utah.gov/>

☐ Utah State Tax Commission – Register for withholding, sales, and other taxes at <https://tax.utah.gov>

☐ Utah Department of Workforce Services – Register to pay Unemployment Insurance at

<https://jobs.utah.gov>

Workers' Compensation Insurance

☐ Utah employers are required to obtain workers' compensation insurance before hiring any employees.

Prepare a Written Employment Agreement

☐ Employees should be required to sign an Employment Agreement, containing an at-will, confidentiality, non-solicitation, non-disclosure promises and other protections for your business.

Create an Employee Handbook

☐ Once your business starts growing (5-10+ employees), create an Employee Handbook with all your policies, procedures, etc. The handbook will help keep your employees on the same page about holidays, time off, hours of operation, non-discrimination policies, complaint procedures, etc.

New Hire Paperwork

☐ IRS Form W-4 – Have employees complete this form on Day 1. Keep on file (but do not send to IRS).

☐ Form I-9 – Verify eligibility within 3 business days. Keep on file separate from personnel records.

☐ Direct Deposit Authorization Form (if applicable).

☐ Acknowledgement of Handbook and other company policies.

☐ Report new hires within 20 days to the Utah New Hire Registry

(<https://jobs.utah.gov/ui/employer/newhire>).

Training & Onboarding

☐ Orientation (company mission, culture, reporting lines).

☐ Preventive/proactive trainings (harassment prevention, safety, etc.).

☐ Post the mandatory Federal & state employment law posters in a “conspicuous” location in the workplace.

Employer-Lawyer

PLLC

TRAIN ♦ INVESTIGATE ♦ DEFEND

The Employer-Lawyer Team!



Spencer Phillips, Founding Attorney (UT, NY)



Jenneka Austin, HR Attorney (UT)



Lisa Fowler, HR Attorney (UT)



Kim Hunsinger, HR Attorney (UT)



Heather Burton, HR Attorney (UT, ID)



Elijah Larson, HR Attorney (NM)

Employer-Lawyer is here to help you and your business with any HR-related legal questions, including:

- Hiring and Firing
- Employment Agreements & Independent Contractor Agreements
 - Free Workplace posters
- Create or Review Employee Handbooks
 - Conduct Wage and Hour Audits
 - Provide annual HR trainings
- Workplace Investigations & more!

Reach out to our team at **(385) 224-4888** for help and guidance on any HR legal issues and questions. We're your **HR Legal Team**

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