

Hiring Your First Employee Checklist (Utah)

Administrative steps commonly involved when a Utah business hires its first employee. Employment law is detailed; use this as an orientation list and confirm requirements with official sources.

☐ 1. EIN in place

The business needs an Employer Identification Number from the IRS before hiring.

☐ 2. Utah withholding registration completed

Register for Utah income tax withholding with the Utah State Tax Commission.

☐ 3. Form I-9 completed

Verify each new hire's identity and employment authorization using Form I-9. Source: U.S. Citizenship and Immigration Services (USCIS).

☐ 4. Form W-4 collected

Collect a completed Form W-4 from each employee to determine federal withholding. Source: IRS.

☐ 5. New hire reported to Utah

Report new hires to the Utah Department of Workforce Services within the required timeframe.

☐ 6. Workers' compensation coverage secured

Utah employers generally must carry workers' compensation insurance. Source: Utah Labor Commission.

☐ 7. Unemployment insurance account opened

Register as an employer with the Utah Department of Workforce Services for unemployment insurance.

☐ 8. Wage and hour basics reviewed

Federal Fair Labor Standards Act rules and Utah wage requirements cover minimum wage, overtime, paydays, and final paychecks. Sources: U.S. Department of Labor; Utah Labor Commission.

☐ 9. Written offer letter prepared

Document job title, compensation, start date, and at-will status where applicable.

☐ 10. Handbook and policies noted

Decide which workplace policies to put in writing (conduct, time off, safety) and keep them consistent.

☐ 11. Required workplace postings displayed

Post required federal and Utah labor notices where employees can see them. Sources: U.S. Department of Labor; Utah Labor Commission.

Sources

IRS — Get an employer identification number —

<https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>

Utah State Tax Commission — Publication 14, Withholding Tax Guide — <https://tax.utah.gov/forms-pubs/pub-14/>

USCIS — Form I-9, Employment Eligibility Verification — <https://www.uscis.gov/i-9>

IRS — About Form W-4 — <https://www.irs.gov/forms-pubs/about-form-w-4>

Utah Department of Workforce Services — <https://jobs.utah.gov>

Utah Labor Commission — <https://laborcommission.utah.gov>

Fair Labor Standards Act, 29 U.S.C. §§ 201-219 — <https://www.law.cornell.edu/uscode/text/29/chapter-8>

U.S. Department of Labor — Workplace posters — <https://www.dol.gov/general/topics/posters>

Clause provides general legal information for educational purposes. Not legal advice; no attorney-client relationship is formed.