

New Hire Form

Please complete the information below for each new co-employee hired. The completed form should be returned to Tandem HR securely as soon as possible but no later than the day prior to the employee's first day of work. Send the form by uploading the saved file to our secure folder here: [ShareFile Link](#).

Once this form is received, we will initiate the employee's onboarding through our HRIS system using the employee's personal email address listed on this form. We cannot co-employ or pay an employee for work performed before the receipt of this form. See page 2 for additional information on the co-hiring process.

Client Name:	Today's Date:
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Employee Information			
<u>Legal</u> Last Name:		<u>Legal</u> First Name:	
Address:	City:	State:	Zip:
Primary Phone Number:		Social Security Number (<i>required</i>):	
Personal Email Address (<i>required</i>):			

Employment Information			
Title:		Department:	
<i>*For new positions, attach the employee's job description</i>			
Date of Hire with Tandem HR:		Original Date of Hire with Client (<i>if applicable</i>):	
Supervisor:		Employee Work Email Address (<i>if applicable</i>):	
Type of Employment Regular Full-Time Regular Part-Time Temporary/LTE/Student/Seasonal Other	Working _____ hrs./week	Rate of Pay: Hourly: \$_____ per hour Salary: \$_____ per year	Gross Signing Bonus Amount: \$_____
Primary State in which work will be performed:	% of time spent traveling:	Worker's Comp Code (<i>if known</i>):	
Exemption Status: Non-Exempt (<i>Employee is paid either hourly or salary and will receive overtime pay when/if working more than 40 hrs./week</i>) Exempt: <i>*(Employee is paid salary and will not receive overtime pay even when/if working more than 40 hrs./week)</i>			

Supervisor's Signature: _____
Other Client Signature: _____

Date: _____
Date: _____

Understanding the Co-Hiring Process at Tandem HR: Why Retroactive Hiring Is Not Permitted

The Co-Employment Hiring Process:

Once your organization has decided to hire a new employee, please notify Tandem HR via the [ShareFile Link](#) with a completed New Hire Form BEFORE the new employee's first day of work. A complete New Hire Form will provide Tandem HR with vital information about your new employee including intended date-of-hire, salary, and employment status. This form will also prompt Tandem HR to launch the electronic onboarding workflow for the employee to complete.

The Importance of the Co-Employment Hiring Process:

Tandem HR cannot hire an employee retroactively, meaning we cannot co-employ or pay an employee for work performed before the receipt of a New Hire Form. When Tandem HR is notified of a new employee after the individual has actually begun working, legal issues such as workers' compensation coverage, health insurance coverage, and I-9 compliance are at risk.

For example, if an employee is working on the job before the hiring process has been completed, he/she does NOT have workers' compensation or health insurance coverage eligibility during this time period. It is also likely the employee has not received or provided the I-9 information required by federal law for all new employees. In the event a work-related injury or insurance claim occurs during this interim period, the lack of required paperwork can result in problems for all parties involved, including the employee, Tandem HR, and your organization.

In the event that you have an employee who performs work for your organization before Tandem HR is notified, your organization will be solely responsible for compensating that person for work performed during this period.

We recognize that this could be administratively burdensome; however legal guidelines do not permit otherwise.

Questions:

It is imperative that all persons with hiring authorities at your organization are aware of and understand the co-employment hiring process. If at any time you have questions about this process, please contact Tandem HR via phone at 608-258-5525 or via email at qti-hrmailbox@tandemhr.com