PARTNERS FOR HEALING

Policies and Procedures

# Name of Policy: New Hire Reporting

Date: 03/04/2009

Revised: 07/06/2022

Partners for Healing will report information to the state of Tennessee as required by House Bill no. 1810 within 20 calendar dates of individuals newly hired, rehired, or who have returned to work. The reporting will follow instructions outlined by the law.

The employees will be required to fill out and submit a W4, I9, and a personal action form. Direct deposit information will be collected, and employees will be asked to sign a copy of their job description. All forms can be found in the appendix.