

How to Get Help for my small business

One of the major challenges in a business is being ready for expansion. Expansion means including others in my dream. Some family and friends always want to be apart of the start of your business when its cool and fun. The problems begin when the honeymoon phase is over and the heavy lifting begins. That's where we must fine those who are motivated for other reasons then just wanting to be apart of something new. We need real stakeholders who have a vested interest in what you are doing.

What's a good way to start if I don't have a lot of money?

- A. Volunteers - people who will come along side you and work with you for no pay because they believe in you and your cause.
- B. Interns - people who need the hours for school credit or vocational requirements

When I have some real cash flow and capital what are my options?

- C. Temp agencies - you pay the temp service and the temp service pays the worker. often times all payroll responsibilities are assumes by the temp service. This also allow you not to have to offer benefits.
- D. Direct contractors - Individual or company contract - W9 workers

IRS Form **W-9** is most commonly used by individuals when they are working as a freelancer or independent contractor. If you ever find yourself **filling out** a Form **W-9**, it generally means that a business or person who is paying you money needs your Social Security number so it can notify the IRS of the amount.

- e. Employees - Temp/seasonal - Part-timers - Full timers

Now that I know I need employees what do I need to do to start hiring?

1. Create position and position requirements / Job posting

identify whether the will be a volunteer, intern, employee or contractor. Also decide whether or not the position is a temp, season, or permanent position.

Distinguishing between employees and independent contractors can impact your bottom line, as this affects how you [withhold taxes](#) and avoid [costly legal consequences](#). Learn the differences before hiring your first employee.

An independent contractor operates under a separate business name from your company and invoices for work completed. Independent contractors can sometimes qualify as employees in a legal sense. The [Equal Employment Opportunity Commission created a guide](#) for making the determination.

If your contractor is discovered to meet the legal definition of employee, you may need to pay back taxes and penalties, provide benefits, and reimburse for wages stipulated under the [Fair Labor Standards Act](#).

2. Complete new hire paperwork

Compliance with tax and legal requirements serves as a protection both for you and your new hire. Make sure to complete the necessary paperwork:

- If your business doesn't already have an [employer identification number \(EIN\)](#), you'll need one before you hire your first employee.
- [I-9 form](#) to verify employee work eligibility for citizen and non citizen new employees.
- [W-4 form](#) to withhold the proper amount of federal income tax. States that levy income tax have their own W-4 form as well.
- Get each employee's name and social security number, and enter it on a [W-2 form](#)(which you'll provide to the employee during tax season). If you use payroll software, most will pre-populate a W-2 form with this information.
- Report new hire data to [your state's new hire reporting program](#) before the prescribed deadline.
- Properly classify workers for federal and state tax reporting purposes.
- Obtain worker's compensation insurance for your new hire.
- Signed copy of the employee handbook.

While this covers most of the paperwork you'll need to collect from your new employee, some states and localities may have additional requirements, so it's best to contact your state's department of labor.

3. Run a background check

Part of due diligence involves running a background check on new employees as soon as the offer has been accepted. Pre-employment screening helps to confirm that your new employees are who they say they are. Please make sure that your

new hire is aware and has authorized your business to conduct background checks. It is a security measure for your business, employees, and customers as well. Several third party providers offer employment screening services. They offer different background checks depending on the security level involved in the role of a new hire. Basic background checks involve confirmation of education and previous employment credentials while a more advanced background check also covers credit score, credit history, and criminal background checks.

4. Get the employee set up on payroll & other company systems

Once the offer has been signed, it's time to update company records to include your new employee. This means setting the employee up on payroll and benefits. Payroll setup can be easily done using a [free payroll software](#) that's customizable for any type of business, and many payroll tools also offer benefits enrollment. You should also add your employee to any software or computer applications that they'll need to use on a regular basis. A new employee may also need an employee number, employee ID, and biometric profile to give them access to the premises. Parking permits, if applicable, also need to be secured.

5. Schedule an employee orientation

The new hire should receive a complete employee orientation on their first day, so they can get familiarized with company policies and benefits. This involves a meeting with the hiring manager or HR staff regarding standards, procedures, and company culture.

It should include:

- An office tour to help them find their way around – restrooms, break room, and supplies.
- A sit-down review of the company handbook, company policies, and safety.
- A review of health insurance benefits, retirement benefits, commuter benefits, and other benefits the employee may need to review and sign up for.

- A co-worker meet and greet with an overview of who to talk to for certain tasks.
- An informal discussion of company culture, dress code, communication preferences.
- A wrap up allowing the new hire to ask questions, like where to go to lunch.

6. Schedule employee training

Employee training ensures that a new hire understands company procedures and processes, such as how to use company software and document flow. If you have a job manual, provide a copy to the employee. Consider scheduling one-on-one 30 to 60 minute meetings for the new hire to meet with key players during the first week to learn more about how the company functions, who does what, and how the employee's job supports and connects with each department.

Another way to handle employee training is to allow your new hire to sit down with employees performing a similar role and shadow them for a few hours. Give them time to sit with one person per process, showing your new employee how one process is done. This not only helps them concentrate on one topic and ask questions with someone they can identify with, but this also serves as a good icebreaker among employees. Employees are often more comfortable asking questions of a co-worker than of HR or their managers.

7. Set employee goals

Once your employee has received basic training, it's important to sit down with them and establish goals. This allows you to be on the same page with your new employee, and makes sure they know what they need to be successful. Set actionable, quantifiable goals for the next 30 days, 90 days, and 6 months. Make sure to keep the atmosphere relaxed and explain that the intention of an early goal setting is to set them up to succeed. It communicates what the job demands of them and arms them with the tools to do it properly.