

## California New-Hire Notices Checklist

This checklist provides an overview of California's state notices that must be provided to newly hired employees. While the forms listed below are mandated by state laws, an employer may require additional forms to be completed by new hires based on company policy.

	Form/Pamphlet	Notice Requirements	Form Links
<input type="checkbox"/>	DE-4, California Tax Withholding	New-hire orientation	<a href="http://www.edd.ca.gov/pdf_pub_ctr/de4.pdf">http://www.edd.ca.gov/pdf_pub_ctr/de4.pdf</a>
<input type="checkbox"/>	DE 2515, Disability Insurance Provisions	Within 5 days of hire	<a href="http://www.edd.ca.gov/pdf_pub_ctr/de2515.pdf">http://www.edd.ca.gov/pdf_pub_ctr/de2515.pdf</a>
<input type="checkbox"/>	DE 2511, Paid Family Leave Insurance	New-hire orientation	<a href="http://www.edd.ca.gov/pdf_pub_ctr/de2511.pdf">http://www.edd.ca.gov/pdf_pub_ctr/de2511.pdf</a>
<input type="checkbox"/>	DFEH-185-ENG, Sexual Harassment	New-hire orientation	<a href="https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2020/03/SexualHarassmentFactSheet_ENG.pdf">https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2020/03/SexualHarassmentFactSheet_ENG.pdf</a>
<input type="checkbox"/>	Time to Hire/ Workers' Compensation	New-hire orientation	<a href="http://www.dir.ca.gov/dwc/DWCPamphlets/TimeOfHirePamphlet.pdf">http://www.dir.ca.gov/dwc/DWCPamphlets/TimeOfHirePamphlet.pdf</a>
<input type="checkbox"/>	DLSE-NTE, Wage Theft Prevention Act	New-hire orientation (applies to non-exempt employees only)	<a href="http://www.dir.ca.gov/dlse/LC_2810.5_Notice.pdf">http://www.dir.ca.gov/dlse/LC_2810.5_Notice.pdf</a>
<input type="checkbox"/>	Rights of Victims of Domestic Violence, Sexual Assault and Stalking	New-hire orientation and upon request	<a href="http://www.dir.ca.gov/dlse/Victims_of_Domestic_Violence_Leave_Notice.pdf">http://www.dir.ca.gov/dlse/Victims_of_Domestic_Violence_Leave_Notice.pdf</a>
<input type="checkbox"/>	Lactation Accommodation Policy	New-hire orientation and when an employee asks about or requests parental leave.	<a href="#">Example policy</a> (This is in MMC handbook)
<input type="checkbox"/>	Consumer Privacy Act	Before collecting personal information from an applicant or employee.	Pending final regulations. See <a href="#">California DOJ/Office of the Attorney General</a>
<input type="checkbox"/>	Notice of CFRA and NPLA Rights and Obligations ( <i>recommended</i> )	New-hire orientation	<a href="https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2019/08/DFEH_CFRA_Pamphlet.pdf">https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2019/08/DFEH_CFRA_Pamphlet.pdf</a> or sample language found in regulations <a href="#">§ 11095</a> .

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