



Employee Arrival Checklist

IMPORTANT NOTES:

EMPLOYEE FILES

The employee file should always have the following:

- Copy of Passport
- Copy of Visa
- Copy of I-94
- Copy of Driver's License (if applicable)
- Social Security number for when you issue W-2's.
- Standard HR forms

W-2's

Please note that you will need to provide the employee with a W-2 at the end of the year. Make sure you know where to mail/email that information.

Golden Opportunities does not have access to updated employee information once they arrive in the USA. It is your responsibility to keep that on file. We do not have employee social security numbers since it is not required for our files.

Upon Arrival:

Besides doing your normal orientation to your company (reviewing your company policies and HR related items), you should also keep in mind the following:

1. Discuss your rules and expectations with the employees.
 - a. It is always better to set clear expectations up front than to try and resolve issues later.
 - b. Discuss company policies that you require employees to follow.
 - c. Discuss transportation/vehicle usage requirements upfront. Set clear rules and guidelines.
2. Discuss payroll process, pay date, etc.
3. Retrieve the employees I-94.
 - a. <https://i94.cbp.dhs.gov/I94/#/home>
 - b. This is needed for a social security card and to get a driver's license.
4. Make copies of the employee's passport and visa for your records. Please email Golden Opportunities a copy for your audit file to be complete.
5. Take the employee to get a social security card.
6. Take the employee to get a driver's license.
7. Take the employee to open a bank account.
8. Reimburse the employee their consulate fee as listed below.



Consulate Fee Reimbursement

\$190 per person paid at the time of the consulate appointment. The consulate fee is paid by the employee before they go to the consulate. If the fee was paid by the employee, the employer **must reimburse the employee during the first week of employment.**

W-2's

Please make sure to obtain the employee's social security number and personal information needed to complete a W-2 at the end of the year. Please make sure to obtain the mailing information where W-2's should be sent at the end of the year and make sure to update that before the employee returns to their home country. Golden Opportunities will not be responsible for providing W-2's to employees. Please DO NOT send that information to us.

Rate of Pay

The employer must pay all covered workers at least the highest of the following applicable wage rates in effect at the time work is performed: the adverse effect wage rate (AEWR), the applicable prevailing wage, the agreed-upon collective bargaining rate, or the Federal or State statutory minimum wage.

Please note that AEWR rates for the following year is usually released the last week in December. It is your responsibility to make sure to adjust the rate to the new year's rate when it takes effect. Golden Opportunities will email out the new rates for the following year when it is released. If you do not receive it, please follow up to make sure you are paying the correct hourly rate. Not paying the correct rate will result in fines by Wage and Hourly Division.