



Employee Notice of Employment Information - Checklist

This checklist is provided in accordance with Rhode Island General Laws § 28-14-12.

Please note this form is not intended to capture the information required to be provided to new employees; it is meant to assist in tracking that all required information has been compiled and provided.

Checklist of Required Information

☐	Rate(s) of pay and basis (hour, shift, day, week, salary, piece, commission, etc.)
☐	Explanation of any additional rates (if applicable)
☐	Allowances claimed (meals, lodging, etc.)
☐	Employer's policy on sick leave
☐	Employer's policy on vacation leave
☐	Employer's policy on personal leave
☐	Employer's policy on holidays
☐	Employer's policy on hours
☐	Employee's employment status (e.g., full-time, part-time, temporary)
☐	Exempt from minimum wage and/or overtime (Yes/No)
☐	List of deductions that may be made from pay
☐	Number of days in the pay period
☐	Regularly scheduled payday
☐	First payday
☐	Legal name of the employer
☐	Operating name of the employer (if different)
☐	Physical address of the employer's main office/principal place of business
☐	Mailing address (if different)
☐	Telephone number of the employer