



## STATE-SPECIFIC FORMS & DOCUMENTS

Please provide these documents to all new employees at the time of hire.

### **Workers' Compensation Information Handout:**

This handout provides important information about workers compensation. The law requires that this information be provided to all employees at the time of hire. Obtain the employee's signature to confirm their receipt and save a copy in their employment file. This document must be printed on 8½ × 11-inch paper.

### **Employee Acknowledgement Form:**

This form is used to provide notice of an injured worker's rights and duties under Section 306 of the Pennsylvania Workers' Compensation Act. It must be given to all employees at the time of hire. Obtain the employee's signature to confirm their receipt and save a copy in their employment file.