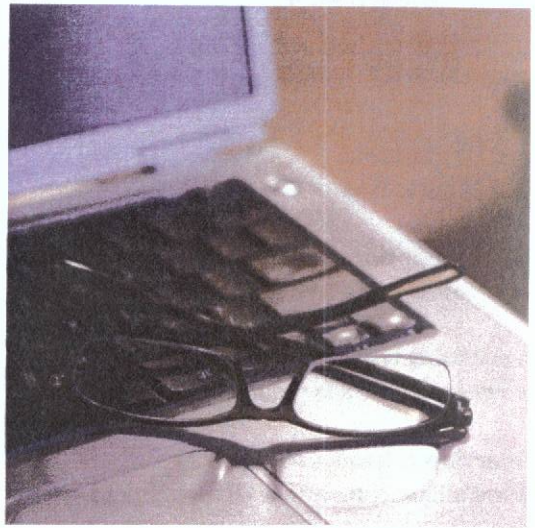
Forms

W4 *(required for all new hires, or to change the exemptions for current employees)*
www.irs.gov/pub/irs-pdf/fw4.pdf

I9 *(required for all new hires)*
www.uscis.gov/files/form/i-9.pdf

Free required posters
www.employbillings.com
On left side choose Employer Services then select Required Employment posters



The Billings Job Service is a great resource for any of your employment needs.

We provide assistance with recruiting, hiring and training employees. We can help with handbooks, job descriptions and discipline. Call or stop by to find out what we can do for you!

No fee charged for our services!

Billings Job Service
Workforce Center
2121 Rosebud Drive, Stop B
Billings, MT 59102

Phone: 406-652-3080
Fax: 406-652-0444

TDD: 800-253-4091
Voice: 800-253-4093

Online Business Resources

Provided by

BILLINGS JOB SERVICE WORKFORCE CENTER

Legal

Several federal employment laws
www.dol.gov/elaws

Montana Dept. of Labor divisions
Erd.dli.mt.gov/sitemap.asp

Federal Wage and Hour
www.dol.gov/esa/whd/

Labor Standards Bureau (Child Labor, MT Wage and Hour, Prevailing Wage)
erd.dli.mt.gov/laborstandard/lshome.asp

Dept. of Labor employment law guide
dol.gov/compliance/guide

Discrimination and Harassment guidance
eeoc.gov

Montana Human Rights Bureau (discrimination)
erd.dli.mt.gov/humanright

Hiring minors
youthrules.dol.gov

Family Medical Leave (50+ employees), Wage and Hour, Worker's Comp, and more
dol.gov/esa

Safety
www.osha.gov

Montana Code Annotated
data.opi.state.mt.us/bills/mca_toc/ndex.htm

Operations

Small Business Development Center for Billings
www.bigskyeda.org

Montana business topics
businessresources.mt.gov

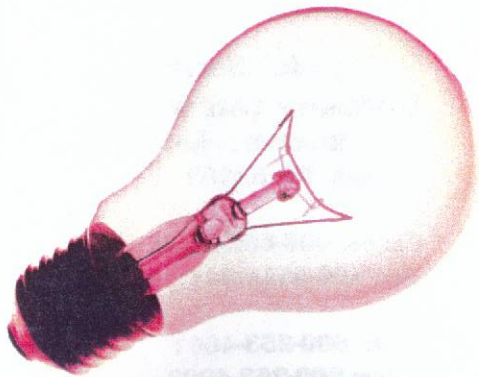
Starting a business, ID Number, taxes
www.irs.gov/businesses/

Small Business Administration - Business plans and other resources
www.sba.gov

State licensing and tax ID
mt.gov/revenue

Unemployment tax ID
uid.dli.mt.gov

Worker's Compensation info, forms
www.montanastatefund.com



Labor Market Information

Montana specific information
www.ourfactsyourfuture.mt.gov

Census 2000 data
www.census.gov/main/www/cen2000.html

Prevailing Wage for Montana
erd.dli.mt.gov/laborstandard/prevwage/Current.asp

Hiring and Managing

Job Descriptions
online.onetcenter.org

Job Descriptions, salary info
careerinfonet.org

Americans with Disabilities Act
www.eeoc.gov/ada/adahandbook

Interviews, handbook, termination
www.alllaw.com/articles/employment

Sample policies, handbook, discipline
www.maco.cog.mt.us/pages/Personnel