

Primary Personnel File Organization

<p>1. Basic Employee Data</p> <ul style="list-style-type: none"> • Name, address, SS# • Birth date (if under 19) • Sex and job title • Emergency information • New hire checklist • Status changes (job, salary, exempt/non-exempt, etc.) 	<p>4. Training/Employee Development</p> <ul style="list-style-type: none"> • Records of training courses completed • Employee assistance or tuition reimbursement forms • Career planning • List of accomplishments • Voluntary/community activities on company behalf (i.e. United Way) • Training certificates
<p>2. Benefits</p> <ul style="list-style-type: none"> • Health enrollment form • Dental enrollment form • Vision enrollment forms • Life insurance enrollment forms • PERS enrollment forms • Retirement plan forms • Waivers of coverage • COBRA forms • Evidence of insurability • Proof of auto insurance • HIPAA forms • Other 	<p>5. Performance Management</p> <ul style="list-style-type: none"> • Performance evaluations and appraisals • Disciplinary actions • Letters of commendation
<p>3. Selection</p> <ul style="list-style-type: none"> • Application • Resume • Offer letter • Release of information authorization form • Selection tests • DO NOT INCLUDE pre-employment references, interview notes (employees does not have access) 	<p>6. Miscellaneous</p> <ul style="list-style-type: none"> • Employee handbook receipt • Receipt of safety manual • Leave of absence requests • Requests to inspect personnel file • Misc. agreements, requests • Resignation letters • Exit interviews • Termination checklist • Authorization to release information • Unemployment challenges • Verification of employment (for loans, etc.)

Payroll Files

<ul style="list-style-type: none"> • Timesheets • Garnishments • Request for payroll advance • Salary history • PERS information • W-4, EDD, W-2, W-3 • Child Support orders • Request for verification of loans * (this may also be kept in misc. file) • Deferred Compensation • Payroll tax deposits/reports • Payroll runs/reports 	<ul style="list-style-type: none"> • Workweek info (time, day, pay period) • Payroll deductions • Payroll change notice • Total wages paid • Date of first payment • Rate of pay • Basis of pay • Total hours worked • Total overtime pay • Pay changes
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Secondary Files

CONFIDENTIAL	MEDICAL
<ul style="list-style-type: none"> • Interview evaluation forms • Pre-employment reference checks • EEO data (if applicable) • Credit checks/reports • Settlement agreements • Litigation material • Criminal info • Keep I-9s in separate confidential file * These materials should not be accessible by managers or employees 	<ul style="list-style-type: none"> • Post offer medical information • Injury reports • Health care provider cert. • WC forms/info • Drug/alcohol test results • Disability leave info • Voluntary medical info • Medical insurance claim forms • Post-offer physical exams • Requests for reasonable accom. • ADA requirements <ul style="list-style-type: none"> • claim forms • reimbursement requests • WC related forms • Drug test results • Post-offer physical exams • Vol. Disclosure info • Other docs relating to med. Cond. • FMLA requirements <ul style="list-style-type: none"> • medical certifications • recertifications • medical history • applicable ADA requirements