PERSONNEL FILE CHECKLIST

Standard Personnel Records

- Job description(s)
- Resume and/or employment application
- Offer letter
- Authorizations for background checks
- Certifications, licenses or proof of educational degrees or training
- Drivers' license and proof of auto insurance (if employee drives as part of the job)
- Personal and emergency contact information
- W-4 tax exemption form
- Personnel action form (also called employee change forms): Changes in salary, job title, etc.
- Employee acknowledgment of receipt of Employee Handbook or any additional Employer Policies
- Payroll information including direct deposit authorization, memos related to wages attachments or garnishments, request/authorization forms for unpaid or paid leaves of absence (excluding medical certification)
- Letters of resignation or termination

Benefits File

- Benefits enrollment form(s)
- Beneficiary and dependent benefit form(s)
- Wellness program requests/ payment records
- Other company paid benefit requests / payments (stipends for mobile devices, for example)

Training – Performance File

- Performance evaluations
- Letters of commendation
- Workshop and training certificates and documentation of attendance
- Attendance records (but not payroll records)
- Disciplinary memos and documentation

Medical information (kept separate of standard personnel file)

- FMLA requests
- Medical / doctor's notes
- Medication information
- Other medical, but non-benefit related documents