

## **Employee File Set-up**

***Each file must be maintained and stored separately and access should be limited. The personnel file contents is the only information used to make employment-related decisions.***

### **1. Personnel File Contents (employment related documents)**

**Application/resume and supporting documentation provided by the applicant**

**Assessment test results for validated, job related assessments**

**Performance evaluations**

**Payroll changes**

**Rate changes**

**Department changes**

**Salary history**

**Disciplinary documents**

### **2. Medical File Contents (medically related documents)**

**All health insurance enrollments**

**Life insurance enrollment**

**Beneficiary documentation**

**Any medically related documentation, i.e. doctors notes**

**Workers' compensation documentation**

**STD and LTD documentation**

**Drug test results**

**Post offer physical results**

### **3. Miscellaneous (or payroll) File Contents**

**Authorization for automatic deposit**

**W-4's**

**Address**

**Telephone**

**401(k) or pension enrollment and related documentation**

**125 plan enrollment**

**Garnishment information and documentation**

**Employment verifications**

**Interview notes**

**Reference checks for new hires**

**I-9 & related documentation (recommend retaining in a separate binder, in a locked cabinet).**

**For smaller firms, files 2 (*Medical File*) & 3 (*Miscellaneous or payroll*) may be combined into one file. All files should be physically separated.**

**A supervisory file may be maintained by a supervisor. This file should be used to collect employment related information that may be used in writing an appraisal or disciplinary document. However, the contents of this file must be incorporated into the personnel file within six months in order to be valid.**