

Employee Files

Where should documentation be stored?

Payroll Files:

- Pay authorization signed by Human Resources and the hiring manager when an employee contract exists
- Paperwork and authorization relating to any employee benefit that involves a payroll deduction
- W-4 Form (the Employees Withholding Allowance Certificate) Direct deposit authorization form
- Salaried time accounting forms
- Hourly weekly time sheets
- Time clock records, where used
- Attendance records
- Expense reimbursement requests including documentation and receipts for travel and other authorized expenditures
- Tuition reimbursement forms and receipts for payment, books, etc.
- Garnishment orders and records
- Authorization for release of private information
- Paperwork relating to each employee raise
- Paperwork related to any bonus or recognition award
- W-2 forms
- Authorization for any other payroll actions that your company permits\

Personnel Files:

- job description for the position
- job application and/or resume
- offer of employment, signed contract
- receipt or signed acknowledgment of employee handbook
- performance evaluation
- forms providing next of kin and emergency contacts
- complaints from customers and/or coworkers
- awards or citations for excellent performance
- records of attendance or completion of training programs
- warnings and/or other disciplinary actions
- notes on attendance or tardiness
- any contract, written agreement, receipt, or acknowledgment between the employee and the employer (such as a noncompete agreement, an employment contract, or an agreement relating to a company-provided car), and

- documents relating to the worker's departure from the company (such as reasons why the worker left or was fired, unemployment documents, insurance continuation forms, and so on).

Medical Files (these receive the highest level of confidentiality)

- Health insurance application forms
- Life insurance application forms
- Applications for any other employee benefit that might require medical information
- Requests for paid or unpaid medical leaves of absence
- Family Medical and Leave Act (FMLA) reports and related paperwork
- Physician's examinations, notes, correspondence, and recommendations
- Medically-related excuses for absenteeism or tardiness
- Medical job restrictions
- Accident and injury reports, including OSHA-required documents
- Workers' compensation reports of injury or illness
- Any other form or document that contains private medical information about an employee.