

The Five Types of Employee Files

1) Basic Personnel File

- Application, resume, and interview notes
- Signed job description and employment offer
- Signed handbook acknowledgement form
- Performance evaluations
- Status changes (position and pay changes)
- Training completion certificates*
- Disciplinary documentation

2) Medical and Benefits File (not needed for part-time employees or those who do not receive benefits)

- Insurance and medical enrollment forms
- Beneficiary designation forms
- Retirement plan enrollment documents
- Medical documents from temporary leaves of absence
- COBRA documents
- Family Medical Leave Act (FMLA) leave documents
- Pre-employment test results

3) Payroll File

- Form W-4 and/or W-9
- CPS completed forms
- Timesheets (if printed)
- Pay increase/decrease documentation
- Paid and unpaid time off records
- Wage garnishment documentation

4) Workers' Compensation Claims File

One per injury

- First Report of Injury claim form
- Medical documents including doctor's notes and insurance information

5) Form I-9 File

Store current employee and terminated employee files separately

- Alphabetize in a 3-ring binder

* You may also wish to consider keeping a 6th file that contains documentation of employee/volunteer background checks, screening, child protection training and other evidence of due diligence regarding child safety. These documents should not be destroyed.