

Checklist for Employee Personnel Files

An up-to-date personnel file must be maintained for each employee.

1. Informational materials to be provided to employee:
 - Personnel Policies and Procedures Manual
 - Employee should sign and return last page acknowledge of receipt.
 - Summary Plan Description of Benefits Program
 - Information regarding required attendance at Safe Environment Training session
 - Catholic Archdiocese Employees Retirement Plan Summary Plan Description
 - Health and Dental Insurance Packet
 - Flexible Spending Account information-A.I.M. Brochure
 - Salary Deferral Information
2. Forms that must be completed and returned to bookkeeper:
 - W-4 Withholding Allowance Certificate for Federal Tax Withholding
 - Withholding Allowance Certificate for State Tax Withholding:
 - K-4 (Kentucky)
 - WH-4 (Indiana)
 - Form I-9 Employment Eligibility Verification
 - copies of two documents that establish identity and employment eligibility
 - Criminal Records Check **Selection.com**
 - Signed and Dated Church Personnel Acknowledgement Card
 - Code of Conduct for Church Personnel-SAFE ENVIRONMENT TRAINING
 - Benefit Enrollment Form(if applicable)
 - If employee has elected medical or dental insurance, a completed insurance application must be returned along with this form. Be sure to include proof of former insurance if employee is electing health insurance.
 - Health Insurance Application
 - Proof of Prior Health Insurance
 - Dental Insurance Application
 - Automatic Payroll Deposit Authorization Form and voided check
 - Salary Deferral Election form (if applicable)
 - Acknowledge of receipt from the Personnel and Policies Manual
3. Additional documents that should be retained in employee's personnel file:
 - Resume/Application for Employment
 - Job Description
 - Compensation Forms (Contracts for Teachers)
 - Annual Performance Reviews
 - Record of Paid Leave
 - Name and phone number of emergency contact person
 - Other (teaching certificates, health records, etc.)