

PERSONNEL FOLDERS

Personnel Folder (one per employee)

- Application / Resume
- Position Description
- Contract / Agreement / Offer Letter
- W-4, K-4 or I-4
- Payroll ACH Authorization
- Personnel Policy Manual – Signed Acknowledgement of Receipt
- Criminal Records Check – file report
- (if applicable) Credit Check – file report
- Safe Environment Certificate (May be filed separately but must be accessible)
- 401K Forms - Paycheck Contribution Election Form & Beneficiary Form
- Pay increase or job change information (Current Hourly Wage or Salary)
- Reviews (if performed)
- (if applicable) Disciplinary Documents

Benefits Folder (one per employee)

- Bernie Portal Benefit Enrollment Form
- Reliance Standard Forms - if applicable include Enrollment Forms, Evidence of Insurability, Beneficiary Designation, short-term or long-term disability applications
- Doctor's notes
- Worker's Compensation claims & documentation
- FMLA documentation

I-9 Folder (one containing all active personnel, one for terminated personnel)

- I-9 Forms, with appropriate documentation
- Do not include in regular personnel file