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## PayDay

**Maintaining thorough and documented employee personnel files is very important for many reasons, including terminations, disputes, worker classification issues, etc. For example, a typical "basic" personnel file may include the following types of information and documents:**

- Employment application and employee resume
- College/education transcripts
- Job offer/employment agreement
- Job descriptions
- Employee's home address, job title, and social security number (or their taxpayer ID#)
- Records documenting hiring, promotions, demotions, rates of pay, and training/education
- Letters of recognition
- Basic payroll records, W-2
- Disciplinary notices/documents
- Performance evaluations
- "Test documents" used by an employer to make employment decisions
- Termination records
- Exit interview records/"minutes"

**In addition to the "basic" personnel files for each employee,** employers should maintain separate "confidential" employee personnel files for documents such as medical, (physical examinations, medical leaves, worker' compensation claims, drug & alcohol testing) and EEO related information (race, gender, disability, veteran). **These confidential files should be kept apart from the basic files.**

Immigration (I-9) Forms should be combined together and filed in a single file, apart from the basic files.

**Much of the above information was provided by Tom Phillips of Phillips & Associates HR Services in Greenwood. Tom and his colleagues are credentialed HR experts, who can be reached at 889-0429.**

**Do you have a specific payroll, benefit, tax or HR topic you would like us to address in future PayDay's? If so, please let your AccuPay processor know, or e-mail [larry@accupay.com](mailto:larry@accupay.com).**

*PayDay is an email communication of payroll news, legal updates and tax considerations intended to inform clients and colleagues of AccuPay about current payroll issues and planning techniques. You should consult with your CPA or tax advisor before implementing any ideas, comments or planning techniques.*

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