



PERSONNEL FILES – WHAT TO INCLUDE

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
- Job reference checks/recommendation letters
- College/education transcripts
- Job offer/employment agreement
- Job descriptions
- Signed acknowledgement of Employee Handbook (if applicable)
- Employee's home address, job title, and social security number (or their taxpayer ID#) and record of any changes
- 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 - writing samples, questionnaires, etc.
- 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. I-9's must be retained for three years or 1 year after termination, whichever is longer.

The information in the above checklist can be found at AccuPay's online HR Support Center. For a small monthly fee, employers can find checklists, guides, and templates on all things HR. **Contact your processor for a FREE 30-day trial.**

For more advanced HR assistance, AccuPay teams with **Tom Phillips of Phillips & Associates HR Services in Greenwood.** Tom and his colleagues are credentialed HR experts, who can be reached at **889-0429.**

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