
Personnel Files - Section A

Employment, New Hire & Personal Data

Section A - Documents to include in this file:

- 1) New Hire Forms
 - a. Employment/offer letter (when used)
 - b. Employment application
 - c. Notice to Employee for non-exempt employees (Labor Code 2810.5)
 - d. Emergency Information form
 - e. Work Permit (if employee is a minor)
 - f. Employee Handbook receipt
- 2) Employment Resume (can remove cover sheet; clean, without notes)
- 3) Test results associated with job (not medical)
- 4) Forms & Policy Statements or Acknowledgments

Personnel Files - Section B

Performance, Discipline & Other Documents Related to Job

Section B - Documents to include in this file:

- 1) Employee Master File Change Forms
- 2) Disciplinary Memos, Notices of Warning and Termination Documents
- 3) Notices of Commendation
- 4) Notices of Layoff, Leave of Absence (no medical information) or similar matters
- 5) Education & training notices and records
- 6) Performance appraisals and ratings
- 7) Promotion recommendations
- 8) Production, quality or other individual records

Personnel Files - Section C

Payroll, Benefits, Time Off and Unemployment Insurance

Section C - Documents to include in this file:

- 1) Payroll Forms
 - a. W-4 & DE-4 forms
 - b. Direct Deposit Authorization
 - c. Timesheets
 - d. Other Payroll Authorization Forms

- 2) Attendance and Absence Records
 - a. Attendance Reports
 - b. Time Off Request Forms
 - c. Other Documents pertaining to vacation

- 3) Employee Benefit Forms (without medical information)
 - a. 401(k) Enrollment form
 - b. Pre-tax Authorization form
 - c. Other enrollment forms for benefit plans (except medical application), only if they DO NOT contain medical-related information

- 4) Unemployment Insurance
 - a. 1101C and DE1545 forms
 - b. Employer Responses
 - c. Claim results and other documentation of UI cases