Employee File Setup Guide

Main Employee File (Pre-Printed or Manilla) – individual employee folders

- Job Requisition
- Job Description
- Job Application
- Resume
- Interview Info
- Emergency Contact Info (keep on top)
- Performance Reviews
- Promotions/Transfers
- Disciplinary Documentation
- Non-Compete/Non-Disclosure Agreements
- Employee Handbook Acknowledgement
- Equipment List Form
- Termination Documentation
- Employment Security Commission Info Requests

Payroll Employee File (green) – individual employee folders

- W4
- NC4
- NC New Hire Form
- Direct Deposit Form
- Garnishment Info/Alimony/Child support
- Salary Increases
- 401k enrollment/change forms
- Tax Liens w/ proper documentation
- Time Off Requests/Leave Dates

Medical Employee File (red) – individual employee folders

- Drug Testing Results
- Medical enrollment form
- Dental enrollment form
- Life Insurance enrollment form
- Work Comp info
- Medical Leave Request/Info
- Voluntary Medical Information
- Healthcare Reform Notice Acknowledgements

I – 9 Forms - Active (yellow); (separate hanging file folder) – one folder for all EEs

- Alphabetize all current employee I-9 forms only
  - Alphabetize all backup documentation for I-9 forms in a separate yellow folder

I – 9 Forms – Terminated (purple); (separate hanging file folder) – one folder for all EEs

- Alphabetize all terminated employee I-9 forms only
  - Alphabetize all backup documentation for I-9 forms in a separate purple folder

Licenses/Verifications for Employee File (blue) – individual employee folders

- Permission to request background check form
- Report from background check request
- Copies of licenses required for position/company
- Training/certification documentation