Employee Files

Where should documentation be stored?

**Payroll Files:**

- Pay authorization signed by Human Resources and the hiring manager when an employee contract exists
- Paperwork and authorization relating to any employee benefit that involves a payroll deduction
- W-4 Form (the Employees Withholding Allowance Certificate)
- Direct deposit authorization form
- Salaried time accounting forms
- Hourly weekly time sheets
- Time clock records, where used
- Attendance records
- Expense reimbursement requests including documentation and receipts for travel and other authorized expenditures
- Tuition reimbursement forms and receipts for payment, books, etc.
- Garnishment orders and records
- Authorization for release of private information
- Paperwork relating to each employee raise
- Paperwork related to any bonus or recognition award
- W-2 forms
- Authorization for any other payroll actions that your company permits

**Personnel Files:**

- job description for the position
- job application and/or resume
- offer of employment, signed contract
- receipt or signed acknowledgment of employee handbook
- performance evaluation
- forms providing next of kin and emergency contacts
- complaints from customers and/or coworkers
- awards or citations for excellent performance
- records of attendance or completion of training programs
- warnings and/or other disciplinary actions
- notes on attendance or tardiness
- any contract, written agreement, receipt, or acknowledgment between the employee and the employer (such as a noncompete agreement, an employment contract, or an agreement relating to a company-provided car), and
documents relating to the worker's departure from the company (such as reasons why the worker left or was fired, unemployment documents, insurance continuation forms, and so on).

**Medical Files** (these receive the highest level of confidentiality)

- Health insurance application forms
- Life insurance application forms
- Applications for any other employee benefit that might require medical information
- Requests for paid or unpaid medical leaves of absence
- Family Medical and Leave Act (FMLA) reports and related paperwork
- Physician’s examinations, notes, correspondence, and recommendations
- Medically-related excuses for absenteeism or tardiness
- Medical job restrictions
- Accident and injury reports, including OSHA-required documents
- Workers' compensation reports of injury or illness
- Any other form or document that contains private medical information about an employee.