

PERSONNEL FILES CHECKLIST

MANDATORY

WHERE APPLICABLE

Payroll file

- W-2 forms
- W-4 forms

Garnishments

I-9 file

- I-9 form

Personnel file

- Application and/or resume
- Interview records
- Job description
- Work schedule
- Signed and approved timesheets
- Performance evaluations

Training received
 Certifications
 Coaching or counseling records
 Status changes
 Awards and commendations
 Warnings and reprimands

Confidential file

- Reference checks

Background checks
 Drug/alcohol screening results
 Records of criminal investigations
 Records of sexual-harassment investigations

Medical file

- Short-term disability coverage

Health coverage
 Dental coverage
 Life insurance
 Long-term disability coverage
 Pension plan
 Family and Medical Leave Act information
 COBRA information
 Workers' Compensation information