



EMPLOYEE FILE CHECKLIST

ACCURATE RECORDKEEPING IS CRITICAL FOR EMPLOYERS.

Reliable records are a necessity during employee performance reviews, company audits, and even litigation. As employers we collect confidential and vital information from employees, and it's essential to maintain these files.

GENERAL TIPS FOR MAINTAINING EMPLOYEE RECORDS:

1. GENERAL AND CONFIDENTIAL FILES:

Maintaining a confidential active employee file can house medical information, if an employee files a disability it's required by law to keep a separate file of these records. An administrative file can be kept retaining basic employee and compensation information with performance reviews information in compliance with state and federal law.

2. RETENTION TIME:

Most business records should be kept up to six years, however record retention can vary from industry to industry. It's vital to consult with your company's accountant or attorney when you are unsure about how long records should be retained. Or reach out to a KRESS professional for more information at 888.636.3693.

3. AUDIT FILES:

Managing employee files calls for periodic auditing. A good time to audit an employee's file is during their performance review to be sure they are up-to-date and accurate. Contact a KRESS professional to help with more information regarding an employee record audit by calling 888.636.3693.

KEEP THESE RECORDS OR ELSE...

EMPLOYEE RECORDS:

- | | |
|---|---|
| <input type="checkbox"/> Job description | <input type="checkbox"/> Test documents used by an employer to make an application decision |
| <input type="checkbox"/> Job application and/or resume | <input type="checkbox"/> Copy of driver's license, if required for the position |
| <input type="checkbox"/> Job offer | <input type="checkbox"/> Employment offer letter (signed by the employer and the employee) |
| <input type="checkbox"/> IRS Form W-4 | <input type="checkbox"/> Checklist from new employee orientation |
| <input type="checkbox"/> Signed acknowledgment of employee handbook | <input type="checkbox"/> Relocation records/Transfer records if applicable |
| <input type="checkbox"/> Performance evaluations | <input type="checkbox"/> Any contract, written agreement, receipt, or acknowledgment between employee and employer (such as a noncompete agreement or agreement relating to company property) |
| <input type="checkbox"/> Forms relating to employee benefits | <input type="checkbox"/> Documents relating to the worker's departure from the company |
| <input type="checkbox"/> Forms providing emergency contacts | |
| <input type="checkbox"/> Awards or citations for excellent performance | |
| <input type="checkbox"/> Records of attendance or completion of training programs | |
| <input type="checkbox"/> Warnings and/or other disciplinary actions | |
| <input type="checkbox"/> Notes on attendance or tardiness | |



KEEP THESE RECORDS OR ELSE...

PAYROLL INFORMATION:

- ☐ Rates of pay and other forms of compensation
- ☐ Notification of wage and/or salary increase/decrease
- ☐ Compensation history record
- ☐ Compensation recommendations
- ☐ State and federal tax forms
- ☐ Fair Labor Standards Act exemption test if applicable
- ☐ Payroll authorization form
- ☐ Authorization for payroll deductions/actions
- ☐ Individual attendance records
- ☐ Paid Time Off
- ☐ Pay advance request record
- ☐ Direct Deposit Authorization

PERFORMANCE:

- ☐ Performance appraisals/evaluations forms
- ☐ Performance improvement program records/confirmations
- ☐ Personnel action forms
- ☐ Letters of recognition
- ☐ Commendations and awards
- ☐ Bonus records
- ☐ Completed employee suggestion forms
- ☐ Employee written warning notice (disciplinary notices/letters/documents/memos)
- ☐ Discrimination complaint investigation information
- ☐ Demotions/Promotions

DEVELOPMENT:

- ☐ Training program applications/requests
- ☐ Training history records
- ☐ Training expense reimbursement records
- ☐ Skills inventory questionnaire

EMPLOYEE SEPARATIONS:

- ☐ Documents given with final paycheck
- ☐ Resignation statement/Layoff records
- ☐ Termination records/separation form
- ☐ Exit interview form
- ☐ Exit interviewer's comment form

OTHER INFORMATION:

- ☐ Emergency contact information
- ☐ Authorization to release private information
- ☐ Requests to review personnel file

