

Personnel File		
Employee Name:		
Section 1 (Hiring Items)		
Document Name	Document In File	Notes
Job Description		
Employee Application		
Employee Resume		
Offer Letter / Acceptance		
Background Authorization		
New Hire Packet Checkoff List		
Other		
Section 2 (Payroll Items)		
Document Name	Document In File	Notes
Employee Personal Information		
W-4 (Federal Tax Form)		
De-4 (State Tax Form)		
Direct Deposit Authorization		
Garnishment /Pay Changes		
Other		
Section 3 (Acknowledgements & Agreements & Benefits)		
Document Name	Document In File	Notes
Handbook Acknowledgement		
Safe Practices Acknowledgment		
Confidentiality Agreement		
401k Enrollment Form		
401k Beneficiary Form		
Supplemental / Additional Insurance		
Life Insurance		
Long Term Disability		
Other		
Section 4 (Performance / Training / Miscellaneous)		
Document Name	Document In File	Notes
Performance Appraisals		
Certificates / Training		
Written Warnings		
Employment Verifications / EDD		
Other		

This form should be placed in the front of the employee's personnel file. I9's should be kept separately.