

# Employee File Setup Checklist

Use this to ensure you have all the right documents organized and stored properly.



## **Personnel File (General Employment Documents)**

- ☐ Job application and/or resume
- ☐ Offer letter
- ☐ Job description
- ☐ Signed employment agreement or at-will acknowledgment
- ☐ Performance reviews
- ☐ Disciplinary actions or warnings
- ☐ Promotions/demotions or title changes
- ☐ Training and certification records
- ☐ Signed employee handbook acknowledgment
- ☐ Termination or resignation letter (if applicable)

## **Confidential File (Sensitive/Medical Information)**

- ☐ I-9 Form & supporting documents
- ☐ Medical documentation (doctor's notes, FMLA leave forms, etc.)
- ☐ Drug test results (if applicable)
- ☐ Background check authorization and results
- ☐ Disability accommodation requests

## **Payroll & Tax File**

- ☐ W-4 form
- ☐ Direct deposit authorization
- ☐ Timecards or time-tracking reports
- ☐ Pay rate and compensation history
- ☐ Bonuses, commissions, and incentive records
- ☐ Payroll deductions and garnishment notices (if any)

## **Document Retention Guidelines**

- ☐ Job applications (not hired): Keep for at least 1 year
- ☐ Personnel records: Retain for 3–7 years after termination
- ☐ Payroll/tax records: Retain for at least 3 years
- ☐ I-9 Forms: Keep 3 years after hire or 1 year after termination (whichever is later)
- ☐ Medical/OSHA records (if applicable): Up to 30 years

## **Pro Tips**

- ☐ Create this checklist as a reusable template for every new hire
- ☐ Use password-protected digital folders if storing files electronically
- ☐ Limit access to confidential files to HR or business owner only
- ☐ Review and purge inactive files annually



# TalentSENSE

Human Resources & Recruiting

## Jennifer Osborn

President, TalentSENSE Consulting

[www.talentsensehr.com](http://www.talentsensehr.com)

[josborn@talentsensehr.com](mailto:josborn@talentsensehr.com)

Connect with me on LinkedIn:

[www.linkedin.com/in/jenniferosbornhr](http://www.linkedin.com/in/jenniferosbornhr)

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