



Employee Master File Checklist

Form/Document	File Location	Notes	Date Completed
Acknowledgement Of Employee Handbook	Employee Master File	<ul style="list-style-type: none"> Allow the employee up to 10 days to read the Employee Handbook before they sign this 	
Compensation & promotion documentation	Employee Master File		
Copy of Driver's License	Employee Master File	<ul style="list-style-type: none"> Only for driving related positions 	
Documentation of Insurance	Employee Master File	<ul style="list-style-type: none"> Only for driving related positions 	
Direct Deposit Form	Employee Master File		
Signed Offer Letter	Employee Master File		
Employment Application	Employee Master File		
Employee Information Form	Employee Master File		
Unemployment Notice	Employee Master File		
Emergency Contact Form	Employee Master File		
Educational qualifications	Employee Master File		
Job Description	Employee Master File		
New Employee Orientation Checklist	Employee Master File		
Performance Reviews	Employee Master File		
Resume	Employee Master File		
Training Documentation	Employee Master File		
TN New Hire Reporting Form	Employee Master File	<ul style="list-style-type: none"> To be completed within the first 3 days of hire 	
Form W-4	Employee Master File		
Background Check Results	Safe Environment File		
Consent for Background Check	Safe Environment File	<ul style="list-style-type: none"> Ensure consent is signed and returned PRIOR to background check being initiated 	
FCRA Disclosure Notice	Safe Environment File		
Sexual Misconduct Policy <ul style="list-style-type: none"> Appendix D Appendix E Appendix F Appendix G Appendix H 	Safe Environment File		
Virtus Training Certificate	Safe Environment File	<ul style="list-style-type: none"> To be completed within 30 days of employment 	
Form I-9	Employment Eligibility Binder	<ul style="list-style-type: none"> To be completed within the first 3 days of hire Binder to be kept separate from the employee files and in a locked drawer 	



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Form/Document	File Location	Notes	Date Completed
E-Verify Confirmation	Employment Eligibility Binder	<ul style="list-style-type: none">To be completed within the 3 dates of hireBinder to be kept separate from the employee files and in a locked drawer	
Workers Compensation Records	Injury File	<ul style="list-style-type: none">To be kept separate from the employee files	
Benefits Enrollment Form	Confidential Medical File	<ul style="list-style-type: none">Information kept separate from the employee filesSend a copy of the information to the Office of Human Resources in the Chancery	
Health and Retirement Records	Confidential Medical File	<ul style="list-style-type: none">Information kept separate from the employee filesSend a copy of the information to the Office of Human Resources in the Chancery	
HIPPA Documentation	Confidential Medical File	<ul style="list-style-type: none">Information kept separate from the employee filesSend a copy of the information to the Office of Human Resources in the Chancery	

Employee Master File: Keep items that were a factor in the employee's hiring and employment in the past, and items that will have an impact on his or her employment in the future. Make sure you're aware of the laws governing payroll records retention. Keep close tabs on vacation, sick time and other time-off records.

Confidential Medical File: This file should have restricted access for those that have a need to know for leave of absence administration, health insurance administration and administration of ADA as noted in the following sentence. Put everything relating to an employee's medical history in a separate file. Privacy laws and the Americans with Disabilities Act (ADA) require that you keep confidential employee medical records separate from basic personnel files. Additionally any information related FMLA leaves, medical leaves of absence, etc. have no bearing on the employment relationship and should be contained in this file.

Injury File: Maintain a third file within your personnel records for any employee who is injured while on the job. That file should contain workers' compensation claim records and injury reports, and any additional medical records on the injury.

Safe Environment File: Safe Environment Files should never be destroyed. Copies of the signed forms should be placed in an envelope, marked Confidential, and kept in the employee's file. When an employee leaves the organization, the file should be kept with other non-active safe environment files.

Employment Eligibility File: Employment law attorneys recommend that you keep all Form I-9s in either a separate master file or three-ring binder. Because I-9 files are subject to unique personnel records retention laws, a separate master file or three-ring binder will help ensure that you retain these mandated recordkeeping forms for as long as necessary and can readily discard them after the retention period expires.