

# EMPLOYEE RECORDS

*What Documents You Should Keep On File*

## Payroll

- Vacation
- Sick time
- W-4 forms
- W-2 forms
- I-9 forms
- New hire reporting forms
- Time cards
- Work schedules
- Time off accrual and usage
- Pay information on raises/wage deductions
- Authorization for extra hours or overtime
- Withholding and deduction documentation
- Wage garnishment records

## Medical

- Insurance enrollment forms
- Retirement benefit records
- Formal pre-employment tests
- COBRA and/or FMLA documents
- Related medical history papers

## Hiring & Employment

- Recruitment records
- Application, cover letter, and resume
- Signed job description and offer letter
- Performance reviews
- Signed employee handbook
- Employee's Name, Address, Phone, Email, SSN
- Documentation on promotions and raises
- Training and class completion documents
- Corrective action record

## Injury

- Worker compensation claim records
- Injury reports
- Any medical records related to the injury
- OSHA records (if applicable)