

## EMPLOYEE FILE CHECKLIST

Employee Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

### Information to Keep on File:

(Check Boxes When Information is Added to File or Completed)

**Basic Employee Information**

- Full Name: \_\_\_\_\_
- Social Security No.: \_\_\_\_\_
- Birth Date: \_\_\_\_\_
- Sex:  Male  Female
- Address: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_
- Email: \_\_\_\_\_
- Emergency Contact Information: \_\_\_\_\_

**Employment Contract/Agreement (If Applicable)**

**Form I-9 (To be filled out by Employee at the date of hire) (Keep I-9 information for three (3) years from the date of hire or one (1) year from the date of termination, whichever is later)**

**Form W-4 (To be filled out by employee at the date of hire) (Suggested that Employer keep W-4 information for a minimum of four (4) years)**

**State Tax Withholding Forms (To be filled out by employee at the date of hire)**

**Deduction Authorizations (If Applicable)**

**Signature of Employee Stating They Have Received and had Opportunity to Review Company Policies and Legal Notices (Provide documents and obtain employee signature at time of hire)**

- Company policies and legal notices should include, but not limited to:
  - Training manuals
  - Sexual harassment policies and reporting procedures
  - Discrimination/harassment policies and reporting procedures.
  - Policies regarding animal welfare along with notice of applicable federal, state, and local laws

**Report New Hires to State Agency (Idaho Department of Labor)**

**Maintain Employment Records**

- Workweek Schedule (Time and day of week)
- Hours worked each day/week
- Basis on which employee's wages are paid and the amount (e.g., "\$10/hour", "\$500/week", "Salary")
- Overtime Earned (If Applicable)
- Total wages paid each pay period and all additions or deductions to/from the same
- Pay period covered by the payment and date that employee was paid

**Maintain Employee File (Suggested)**

- Should include, but may not be limited to:
  - Complaints or reports made against the employee (If Applicable)
  - Complaints or reports made by the employee (If Applicable)
  - Documentation of how a complaint or report was processed and managed (If Applicable)
  - Performance reviews (If Applicable)
  - Termination document and/or reason for termination (If Applicable)

**Form W-2 (To be filled out by employer at the end of the tax year)**

**Keep Records for Three (3) years from employee separation**

- Payroll Records

**Keep Records for Two (2) years from employee separation**

- Records on which wage computations are made