



## Employee Files (Contents)

The following information is intended to assist agencies in determining where to appropriately file specific employee documents.

### Personnel File

- Application(s)
- Commendations/award certificates
- Completed evaluations (including meeting forms, PIPs, training certs, other documentation)
- Disciplinary actions/responses
- Education Verification
- Education/Training Certificates
- Exit Interview Form
- FLSA Exempt/Non-Exempt Test
- Military records
- New Employee Orientation documents/checklist
- Non-Merit Information sheet and 12:050 if applicable
- Onboarding/Orientation Checklist
- OT Designation Form
- PANs and Supporting Documentation
- Resume(s)
- Signature Authorization
- Tobacco Ban Acknowledgement Form
- Tuition Assistance

### Medical File

*Note: Must be maintained separately from personnel file*

- Bloodborne pathogen/Infectious material exposure information
- FML application, certifications
- Medical Certifications (doctors' statements, physical forms, etc.)
- Sick Leave Sharing application/documentation for receipts
- Test Results
- Workers' Compensation/Workplace injury/illness reporting

### Payroll/Benefit File

*Note: Can be combined with personnel file for storage*

- Beneficiary designation
- Direct Deposit info
- Flexible Spending Account Applications
- Health Insurance Applications
- Retirement System information/beneficiary form
- Life Insurance enrollment forms
- Notification of Health Insurance Status/Contribution
- Payroll deduction authorizations
- Positive Adjustments
- PY Voucher
- Requests for Refund
- Sick Leave Sharing (donations, uses, returns to donors, etc.)
- Tax forms - W-4, K-4
- Timesheets
- Verifications of employment

Please remember that pursuant to KRS 18A.020 Section 2 (a), upon transfer, the personnel/payroll files maintained by the appointing authority from which the employee transfers shall be forwarded to the new appointing authority. The medical file should not be forwarded unless the employee gives express, written consent.