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Employee File Checklist

Free Employee File Checklist with AI customization. Industry-specific guidance for employee file checklist. Build your checklist now.

Basic Information

- ☐ Full legal name
- ☐ Preferred name/pronouns
- ☐ Social Security number
- ☐ Date of birth
- ☐ Contact information
- ☐ Emergency contacts
- ☐ Mailing address
- ☐ Phone numbers
- ☐ Email address
- ☐ Marital status (for benefits)
- ☐ Dependent information
- ☐ Photo ID copy

Employment Documentation

- ☐ Signed offer letter
- ☐ Employment application
- ☐ Resume/CV
- ☐ Reference check documentation
- ☐ Background check results
- ☐ Drug test results
- ☐ Credit check (if applicable)
- ☐ Driving record (if applicable)
- ☐ Professional licenses
- ☐ Certifications
- ☐ Education verification
- ☐ Employment agreement

Tax & Payroll

- ☐ W-4 form (federal)
- ☐ State tax withholding forms
- ☐ Local tax forms
- ☐ Direct deposit authorization
- ☐ Pay rate documentation
- ☐ Salary change history
- ☐ Bonus/commission agreements
- ☐ Garnishment orders

- ☐ Payroll deduction authorizations
- ☐ Time records
- ☐ Expense reports
- ☐ W-2 copies

Benefits Enrollment

- ☐ Health insurance enrollment
- ☐ Dental insurance forms
- ☐ Vision insurance forms
- ☐ Life insurance beneficiaries
- ☐ Disability insurance forms
- ☐ 401(k) enrollment
- ☐ FSA/HSA elections
- ☐ COBRA documentation
- ☐ Benefits change forms
- ☐ Beneficiary designations
- ☐ Waiver forms
- ☐ Qualifying event documentation

Compliance Documents

- ☐ I-9 form and documentation
- ☐ Work authorization documents
- ☐ EEO data form
- ☐ Handbook acknowledgment
- ☐ Policy acknowledgments
- ☐ Confidentiality agreement
- ☐ Non-compete agreement
- ☐ Code of conduct signature
- ☐ IT policy acknowledgment
- ☐ Safety training records
- ☐ Harassment training certificate
- ☐ Ethics training completion

Performance Management

- ☐ Job description
- ☐ Performance reviews
- ☐ Goal setting documents
- ☐ Performance improvement plans
- ☐ Disciplinary actions
- ☐ Warnings and counseling
- ☐ Recognition and awards
- ☐ Promotion documentation
- ☐ Transfer records
- ☐ Demotion documentation
- ☐ Salary reviews

- ☐ Merit increase justifications

Training & Development

- ☐ Orientation checklist
- ☐ Training completion records
- ☐ Certification copies
- ☐ Conference attendance
- ☐ Continuing education
- ☐ Skills assessments
- ☐ Development plans
- ☐ Mentorship documentation
- ☐ Course completions
- ☐ License renewals
- ☐ Professional memberships
- ☐ Tuition reimbursement

Leave & Attendance

- ☐ Attendance records
- ☐ Leave requests
- ☐ FMLA documentation
- ☐ Medical certifications
- ☐ Return to work releases
- ☐ Vacation records
- ☐ Sick leave documentation
- ☐ Jury duty notices
- ☐ Military leave orders
- ☐ Bereavement documentation
- ☐ Workers' comp claims
- ☐ Accommodation requests

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