

APPENDIX R

SAMPLE EMPLOYEE FILE CHECKLIST

Application Section

- _____ Completed Application
- _____ Resume
- _____ Two References
- _____ Release of Information Form – Child Abuse Registry
 - _____ Date Check Completed
- _____ Felony/Misdemeanor Statement – Criminal History Check
 - _____ Date Check Completed

Health Section

- _____ Health Information Report

Training Section

- _____ Mandatory Child Care Training (Sheet Identifying Completed Training)
- _____ Transcripts/Training Certificates of Training Completed

Payroll Section

- _____ Employee Payroll/Personnel Information Sheet
 - _____ Date Information Reported to Payroll Staff
- _____ Form W-4
 - _____ Date New Hire Report Was Submitted to the State
- _____ Form I-9
 - _____ Copies of I-9 Documentation
- _____ Employee Direct Deposit/Access Card Form
- _____ Health/Dental Insurance Forms
 - _____ Date Information Submitted to Insurance Carrier
- _____ Life/Long Term Disability Forms
- _____ Retirement Forms

Memos Section

- _____ Memos
- _____ Corrective Action

Other Documents Section

- _____ Internet Use Policy
- _____ Employee Confidentiality Statement
- _____ Employee Handbook Form
- _____ Exit Interview