

Office of Lay Personnel

Human Resources Records Retention Document Checklist – Personnel Files

Employee Name _____ Parish Site _____ Reviewer's Name _____ Date Reviewed _____

Personnel File Review:

Required Documents	Yes	No	N/A	Comments
Signed Pre-Application Statement and signed Applicant Questionnaire				
Signed and completed Employment Application (PT80) Resumes and references if provided				
Notice of Wage Rate (Non-exempt employees only)				
Pre-employment background check (place approval email in file) – if not required by position select N/A				
Live Scan (place approval email in file) – if not required by the position select N/A				
Safe Haven Training – if not required by the position select N/A				Expiration Date: _____
Form I-9 (kept in separate folder)				
W4 Tax Form/State Tax Forms				
Personnel Transaction: Employment Form (PT100) completed				
Work Permit (for employees under 18 years old)				
Employee signed the following acknowledgment forms: 1. Acknowledgement of Receipt of Handbook (pages 49 & 50) 2. Acknowledgement of Diocesan Policies as Religious Employer (page 51) 3. Antidiscrimination/Anti-harassment Policy Acknowledgement (page 52) 4. Electronic Communications Policy Acknowledgement (page 53)	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.	
Signed Job Description for current position				
Performance Evaluations				
Personnel Transaction: Separation/Change (PT200 for any changes, i.e. rate of pay, address, name, etc.)				
PT120 – Employee Emergency Information (file separately)				