

**Diocese of Pensacola-Tallahassee  
Appendix 7: Required Documentation in Personnel Files Checklist**

In File	Item	For:			Recommended Personnel File Section
		Full Time/ Salaried	Full Time/ Hourly	Part Time/ Hourly	
	Application for employment/Employee Information	Reqd	Reqd	Reqd	I
	Criminal screening & credit check results	Reqd	Reqd	Reqd	I
	Resume (for professional positions only)	Optional	N/A	N/A	I
	Verifications performed on employee prior to hiring (if performed)	Reqd	Reqd	Reqd	I
	Job description/duties with FLSA classification and standard work week delineated	Reqd	Reqd	Reqd	I
	Employment Offer Letter	Optional	Optional	Optional	I
	Termination documents; resignation/dismissal letters, Employee Separation Form, etc.	Reqd	Reqd	Reqd	I
	Copy of Florida New Hire report from Paycor	Reqd	Reqd	Reqd	I
	Withholding form W-4 (preferred annually)	Reqd	Reqd	Reqd	I
	Employment contract or agreement (Schools only)	Reqd	Reqd	Reqd	I
	Employment Eligibility Verification (I-9)	Reqd	Reqd	Reqd	Separate Binder for all employees
	Status change forms submitted to Payroll Coordinator	Reqd	Reqd	Reqd	II
	Training Records	Reqd	Reqd	Reqd	III
	Appendix 16: Code of Business Conduct Policy & Appendix 17: Conflict of Interest Policy Receipt Forms	Reqd	Reqd	Reqd	III
	Confidentiality form	Reqd	Reqd	Reqd	III
	Signed Emp. Handbook Receipts form	Reqd	Reqd	Reqd	III
	Safe Environment course Certificates	Reqd	Reqd	Reqd	III
	MVR driver approval form	Reqd	Reqd	Reqd	III
	Performance related documents: evaluations, citations/awards, warnings/disciplinary actions, notes on attendance/tardiness	Reqd	Reqd	Reqd	IV
	Copy of Insurance Enrollment Forms	Reqd	Reqd	N/A	V
	401(k):Salary reduction agreement & plan enrollment form	Reqd	Reqd	N/A	V
	Salary reduction agreement, plans for other salary reductions, court ordered reductions	Reqd	Reqd	N/A	V
	Time Sheets for all non-exempt employees. Vacation/sick leave approved request forms and accrual/use record	Reqd	Reqd	Reqd	Payroll file

Summary of Revisions effective August 2014

- > Change some of the item titles and combined others together where it was logical to do so;
- > Rearranged the order of some of the forms;
- > Changed where time sheets, leave forms and the USCIS Form I-9s should be maintained;
- >  
Inserted new items for background screenings & credit checks, appendix 16 & 17 receipt forms, signed confidentiality form, signed employee handbook receipt form, safe environment course certificates and motor vehicle record approval form.