

PAYROLL FILE CHECKLIST

Each employee will have a payroll file maintained by the Payroll Office.

- Employment Verification Eligibility, Form I-9 (*Payroll will file separately*)
- Employee Personal Data, HR-181 (and Disabled Veteran Status, HR-181-Disability)
- Form W-4
- Direct Deposit Authorization, AG-501
- Copy of Social Security card
- Intellectual Property Agreement, AG-470
- Summary and Acknowledgement of Employee Benefits and Responsibilities, AG-414 (*required for budgeted*)
- Employee In-Processing Acknowledgement, AG-415
- Statement of Selective Service, AG-401 (*all males 18-25 yrs of age*); Verification of Selective Service Registration (*all males 18-25 yrs of age except those who are exempt*)
- For foreign nationals: Status Acknowledgement Form or other appropriate documents, such as ISS email for students
- Background Check Disclosure Notice and Authorization Form, AG-473
- Hiring Certificate (*required for budgeted*)
- Offer letter signed by hiring unit and employee (*optional for wage*)
- Statement of Previous State Employment, AG-419 (*budgeted employees, if applicable*)
- Employee Termination Checklist, AG-442
- Application for **wage** employees (*optional*)

Note:

Files are to be destroyed upon expiration of the required retention period and must be disposed of in a manner that ensures protection for any sensitive or confidential information. Final disposition of records must be documented. Files in use prior to the expiration of the retention period due to litigation, claim negotiation, audit, public information request or administrative review must be retained until completion of the action.