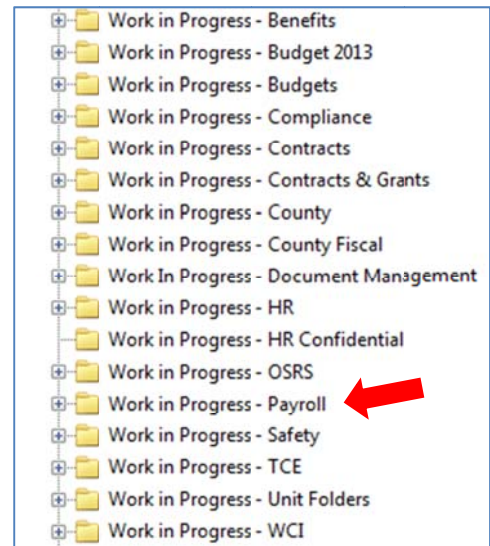


# Payroll File Checklist

Revised 5/6/15



*Each employee will have a payroll file maintained by the Payroll Office. The file items are to be placed in Laserfiche, Work in Progress – Payroll, for inclusion in the payroll file. Units can view their payroll files in Laserfiche Section 3.3.1.*



*File items may include, but are not limited to:*

	Documents:	Laserfiche:
	Employment Verification Eligibility, Form I-9 (Payroll will file separately)	Work in Progress - Payroll
	Employment 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 of Acknowledgement of Employee Benefits and Responsibilities, AG-414 (required for budgeted employees)	
	Employee In-Processing Acknowledgement, AG-415	
	Statement of Selective Service, AG-401 (all males 18-25 yrs of age except those who are exempt)	
	For foreign nationals: Notice of Approved Petition or other appropriate document. Glacier paperwork.	
	Background Check Disclosure Notice and Authorization Form, AG-473	
	Hiring Certificate (required for budgeted employees)	
	Offer letter signed by hiring unit and employee (optional for wage employees)	
	Statement of Previous State Employment, AG-419 (budgeted employees, if applicable)	
	Employee Out-Processing Checklist, AG-442	
	Application for wage employees	
	Export Controls Compliance Review, AG-713 for wage employees	

*Files are to be destroyed upon expiration of the required retention period and must be disposed of in a manner that ensures protection of 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. Records Management website: <http://agrilifeas.tamu.edu/risk-compliance/records-mgmt/index.php>*