



Employee File Checklist

Mandatory:

At Initial Hire

- Application
- Reference Checks
- Federal Withholding Tax Form (W-4)
- Louisiana Withholding Tax Form (L-4)
- Federal I-9 Form

REQUIRED on 1st DAY

(with Verification Documentation)

Ongoing

- Completed Performance Evaluation
- Other Job Actions (*promotion, disciplinary action, etc.*)
- Employment History – *including compensation history / fact sheet*

If Benefits Eligible:

- Health Insurance Enrollment or waiver of coverage
- Benefit Packet Acknowledgment
- 401(k) and Life Insurance Beneficiary Forms

Medical [Must be kept separate from personnel files]:

- Notice of Existing Disability
- LA OWCA Second Injury Board Knowledge Questionnaire (Mandatory)

If Applicable:

- Signed Release for, and Documentation of, Criminal Background Screen
- Statement Regarding the Abuse and Neglect of Minors
- Principles of Ethics and Integrity in Ministry: Code of Ethics
- Technology Policy for Pastoral Work with Young People
- Contract
- Job Description
- Employee Handbook Acknowledgment

If Employment has ended:

- Contact form for Termination (if applicable)
- Letter of Separation (resignation, retirement, etc. if applicable)
- Continuation of Health Insurance Letter