

## Personnel Documents Distribution

Form/Document	Central HR	Dept	Payroll	Comments
	Pers File	Empl File	Empl File	
Absence notices/overtime slips		x		Kept in department file separate from employee's personnel file
Alternate work schedule request		x		
Application, etc. (hire packet)	x	x		
Background Check Authorizations		x		Originals to Police Department; copy in separate department file
Background Check Worksheet		x		Kept in department file with position description
Benefit forms (BELI, Insurance Enrollment, etc.)		x		Originals to Benefits
Certification of receipt of PD (UCDH)	x	x		
Child Abuse Notification	x	x		
Contracts - PSS	x	x		
CTO Agreement	x	x		For represented employees
Designation of Physician		x		
DMV Pull Notices		x		Kept in department file separate from employee's personnel file
DOT Drug Testing		x		Kept in department file separate from employee's personnel file
Elder Abuse Notification	x	x		
Emergency Information		x		
Employment Certification Form - UCDH	x	x		
Employee Checklist - UCDH	x	x		
Employee Development Worksheet	x	x		
Employee Response to LOW		x		Kept in E&LR grievance or complaint file
Employee Time Record		x		Kept in department file separate from employee's personnel file
Employment Eligibility Verification (I-9)		x	x	Kept in department file separate from employee's personnel file
Equity approval	x	x		
Ergonomic Evaluations		x		Kept in department file
Furlough - Partial Year Career Certification	x	x		
Furlough - Furlough Notice	x	x		
Individual Development Plan		x		
Internet Changes/UC for Yourself				Kept with Benefits
Investigatory Leave Letter	x			Kept in confidential section of central file (for employee viewing only)
Investigation Reports	x			Kept with E&LR or as attachment to disciplinary letter
Layoff Proposal		x		
Layoff Notice to employee	x	x		
Layoff service calculation	x			
Leave of Absence Forms (FML)		x		HR copy to Benefits ** Kept in dept file separate from personnel file
Leave of Absence 'Notice' Letter to ee (FML)				To E&LR consultant
Leave of Absence Forms (Personal)	x	x		Kept in confidential section of central file (for employee viewing only)
Letters of demotion	x	x		
Letters of dismissal	x	x		

Form/Document	Central HR	Dept	Payroll	Comments
	Pers File	Empl File	Empl File	
Letters of expectation/counseling		X		
Letters of release	X	X		
Letters of reference	X	X		Kept in central file as part of application (hire packet)
Letters of salary decrease	X	X		
Letters of suspension	X	X		
Letters of warning	X	X		
Licenses and Certificates		X		
Medical Separation documentation	X	X		Kept in confidential section of central file
Medical Separation letter	X	X		
Merit award letter		X		
Mid Year Review	X	X		
Near relative approval	X	X		
New Employee/Orientation Checklist		X		
Notice of Intent to Change Terms & Cond.'s of Empl	X	X		
Oath/Patent (UPAY 585 - UCDH)			X	
PANs	X	X		Some transactions are kept in HR central files
Payroll Deposit Form		X	X	
Payroll Personnel System IDOC's		X	X	
PeopleSoft IDOC's (UCDH)	X	X		
Performance Evaluation	X	X		
Personal Data Form/Personnel Questionnaire		X	X	
PIN Authorization	X			Kept with Benefits
Position Description (Career)		X		
Position Description (Limited Term)		X		
Probationary Period Evaluation	X	X		If the department chooses to complete one, it should go only in their file
Probationary Period Report	X	X		
Reasonable Accommodation Record		X		
Rebuttal to EPAR	X	X		Kept as an attachment to EPAR
Reclassification approvals		X		
Reduced Fee Enrollment		X		Original to Registrar's Office
Resignation letter	X	X		
Release of Employee Records (signed form)	X			Kept in confidential section of central file (for employee viewing only)
Retiree Waiver		X		Original to Benefits
Sabbatical				
Salary exception approval	X	X		
Service information from other institutions	X			
Service letters to department	X	X		
Service time audit summary	X			
Special recognition letters/awards		X		
Staff Development Enrollment Records		X		

Form/Document	Central HR Pers File	Dept Empl File	Payroll Empl File	Comments
START Contract	x	x		
Statement of Citizenship			x	
Stipend approval		x		
Subpoenas				Kept with Campus Counsel
Summaries of Accomplishment (SOA)	x	x		
Telecommute/Flexible Schedule Request		x		
Terms of Employment/Benefits Checklist				Kept with Benefits
Unemployment Insurance Termination Report				Voluntary (not required by UCOP); may keep in dept.or submit to UI Coord.
Vacancy listing	x	x		
Vacation Plan Worksheet		x		
Volunteer Appointment		x		
W-4			x	
Waivers of Recruitment	x	x		
Worker's Compensation forms		x		Kept in department file separate from employee's personnel file
<b>Retention/Disposition Employee Files</b>				
Maintain employee files until 5 years after individual separates from University employment.				