

PERSONNEL FILE CHECKLIST

Employee Name: _____

PERNR # _____

- Offer Letter**
 - Hiring Freeze Exemption Letter (If applicable)
- Certification List**
 - Placed in sealed envelope and retained in personnel folder.
 - Write the following on envelope
 - “Certification List”
 - Date
 - Position name
 - Employee name
- COP New Employee Information Form**
- W-4 Form**
 - To Central Payroll _____
- Direct Deposit**
 - To Central Payroll _____
- TriMet/C-Tran (Optional)**
 - To Central Payroll _____
- CityShape Fitness Center (Optional)**
 - To BHR _____
- HR Admin Rules Receipt**
 - To BHR _____
- Records Security Form**
 - Bur Dir Signature _____
 - To BHR _____
- Work Week Schedule Form**
 - Supervisor Approval _____
- Criminal History Check**
- Annual and Probationary Performance Evaluations**
- Awards and Recognition**
- Training Records in Employee Training File**