

Standard Personnel File Sections

Section Names	Section Descriptions	Example Document Types
Personnel Action	Personnel actions documentation including requests for actions, documentation of completed actions, and notifications to employees	alternate work schedule agreements; date computations; leave of absence requests/approvals; location code change; name/address change documentation notification letters including: appointment letters including new hires, promotions, transfers, elevations, demotions, extension of non-permanent appointment letters, layoff letters including layoff, rescind, and temporary layoff, overtime eligibility status letters, reallocation approval/denial letters, separation letters, etc.; personnel action requests (PARs); personnel transactions ("pers tran"/P2s) including: class studies, disciplinary action, off payrolls, other agency, periodic increase date (PID), system change, etc.; print screens of completed actions; salary request approvals including appointment above the minimum approvals; WMS salary progression documentation
Employment Information	Documentation that employee met requirements for state appointments	applications; DD214s; licenses and certifications; promotional examination rating notices; resumes; transcripts; verification of education
Training / Policy	Policy acknowledgments, training records, and onboarding checklists	confidentiality agreements; contact with offenders agreement forms; developmental assignment agreements; employee safety checklists; new hire checklists; outside employment forms; policy review acknowledgments; training attendance rosters; training profiles/histories; use of private vehicle agreements
Performance	Performance expectations and performance evaluations, development plans, just cause/disciplinary documents, recognition documents	awards; commendations/kudos; disciplinary letters and memos including: demotions, dismissals, reductions-in-pay, suspensions, and written reprimands; performance expectations and evaluations including: Employee Development and Performance Plans (EDPPs), Manager Development and Performance Plans (MDPPs), and Performance and Development Plans (PDPs); recognition documents
Miscellaneous	Personnel file access documentation; miscellaneous documents that don't fit into the other tabs	authorizations for file access; authorizations to release information; Electronic Personnel File Receipt Verification; Employee Personnel Records Transmittals; file access logs; file release forms; miscellaneous memos and unique documents from current & prior agencies that don't fit into other tabs; personnel file audit forms; requests for copies of personnel file

Tip: To search within this document press **Ctrl+F** and enter the search terms.