



Department of Human Resources - Technical Services Division

Place a check mark beside each item that is contained in the folder. Sign, date and file the form in the front of the folder. Please pull all duplicates and computer print-outs.

NAME _____ SS# _____

DEPARTMENT _____ EMPLOYEE ID# _____

	All 201's/DIR's/JCR's (including letters)		Direct Deposit
	Separation Notice		Charity Fund Card (hold only 1 year)
	Leave & Attendance (Leave for separations and C7's)		TSEA Deduction
	Back-up Letter for codes (30, 34, 36, 37, 46 & 47, extended leave)		Credit Union Deduction
	Application (each job held, prior to NeoGov)		U.S. Savings Bond Card
	Proof of Education (GED, diploma, transcript)		Health Insurance Card or Insurance form
	Military Record (DD214, disability letter)		Life Insurance Card or Insurance form
	W-4 form		Dependent Listing Card or Insurance form
	I-9 form		Change of Beneficiary
	Board of Claims – (leave form, accident report) <u>Omit Medical Information</u>		Retirement form
	HR transactions for Special leave- maternity, military, FMLA, leave without pay <u>Omit Medical Information</u>		Old Cardex File Cards
	Employment Policies		Performance Evaluations (original forms only, no extra copies)
	Training Records (training summary – printout)		Disciplinary actions- suspensions or dismissals
	Flexible Benefits Plan		Other

FILE CHECKED BY _____	DATE _____
FOR DOHR USE ONLY AUDITED BY: _____	DATE _____