

## Department Personnel File Checklist

### Instructions

- If an employee transfers to another department, forward their department file to the new department after notifying the new manager.
- If an employee separates, please contact Records & Information Governance at [hrc@uw.edu](mailto:hrc@uw.edu) for archiving of department personnel file.
- Medical/FMLA information is to be kept in a separate Medical File located in UWM Human Resources - Contact Leave Specialists at [medctrfmla@uw.edu](mailto:medctrfmla@uw.edu).
- Pre-hire medical screening information should be forwarded to Employee Health. Other pre-hire information, including reference checks (where applicable), should be kept separately in the manager's Recruitment file.
- If you have any questions about the retention of department personnel records, please email [hrwms@uw.edu](mailto:hrwms@uw.edu) or [hrc@uw.edu](mailto:hrc@uw.edu).

### Department File: Initial Employment

Copy of new hire information (resume, offer letter, initial signed job description, etc.).

Department/unit orientation documentation.

Job specific orientation, skills checklists, initial competency assessments.

UW Medicine Code of Conduct form signed by the employee.

Initial Privacy, Confidentiality, and Information Security (PCISA) signed by the employee and manager.

Verification of department required certifications, licenses, registrations (if not maintained in Workday).

Initial signed Telework Agreement, if applicable.

### Department File: Ongoing Documentation & Training

Current job description reviewed during performance evaluation.

Corrective action: informal, formal and final counseling, letters/action plans, dismissal/separation information.

Continuing education training materials. Documents already available on the Learning Hub do not need to be printed and included in the department file.

Annual Forms: Signed PCISA, Remote/Hybrid Work Agreement (if applicable).

Miscellaneous: jury/civil/military duty documentation, leave approval letters, awards, record requests, reclassification documents, signed resignation letter, etc.).

### UWHR File: Employment History Maintained Centrally by UWM HR at Harborview or UW Tower

New hire information (resume, offer letter, initial job description, background checks, etc.)

Annual attendance incentive paperwork.

Corrective action (formal and final counseling, dismissal).

Prior service credit documentation.

Reclassification paperwork.

Shared leave donation documentation.

Temporary pay increase (TPI) or Temporary salary increase (TSI) documentation. Uploaded to Workday.

Termination paperwork.

Layoff documents.