

# HR Employee Documentation Cover Sheet

## SINGLE EMPLOYEE COVER

**Date** 03/09/2016  **Sunset Date** 03/08/2016   
\* 4-digit for year required \* 4-digit for year required

**Print or Store**  Print  
 Store to Laserfiche

**Scan Package Type\***  One Employee - One Document Type  
 Multiple Employees - One Document Type

**Employee ID** 

*Test:  
Forms 9.2*

**Last Name** OVIST

**First Name** SARA

**Middle Name** B

- Document Type\***
- Action Forms
  - Administrative Committee Approval
  - Applications and Resumes
  - Background Check
  - Benefits
  - Civil Service
  - Claims
  - Deductions
  - Deferred Comp/MSRS/PERA
  - Emergency Contacts
  - Evaluations
  - HR CDL Drug and Alcohol Program
  - HR OSHA 200 & 300 Logs
  - HR Payroll Taxes
  - I-9 Forms
  - Leaves
  - Material Safety Data Sheets
  - Medical Files
  - Misc. Correspondence
  - Name Authorization
  - OSHA Medical Exams
  - Psychological Evaluations
  - PTO, Vacation and Sick
  - Sheriff Drug And Alcohol Random Program
  - Time Sheets
  - Tuition Reimbursement
  - W-2 Forms
  - W-4 Forms
  - Worker's Compensation



[Print Cover Sheet](#)



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