

**DELAWARE  
EMPLOYMENT EMPLOYEE  
PERSONNEL FILE PACKAGE**

Control Number: DE-P029-PKG



U.S. Legal Forms™ thanks you for your purchase of an Employment Employee Personnel File Package. This package is a useful and necessary tool for maintaining records of your employees. It contains key documents that are vital for you to maintain on file for each employee.

## **TABLE OF CONTENTS**

- |      |                              |
|------|------------------------------|
| I.   | Form List with descriptions  |
| II.  | Descriptions of Forms        |
| III. | Tips on Completing the Forms |
| IV.  | Disclaimer                   |

### **I. FORM LIST**

With your Employment Employee Personnel File package, you will find the forms that will help you ensure accurate personnel files on all your employees. The forms included help to protect the employer against costly mistakes and ensure compliance with important federal laws.

Included in your package are the following forms:

1. Employee 90 Day Review Report
2. Employment Form
3. Direct Deposit Authorization
4. Employment Agreement
5. Absence Report
6. Payroll Deduction Authorization
7. Accident Injury Report
8. Expense Report
9. Employee Monthly Time Report
10. Wage Withholding Authorization
11. Vacation Request
12. Confidentiality Statement
13. Handbook Acknowledgement Form
14. Workers' Compensation Acknowledgement Form

## II. DESCRIPTIONS OF FORMS

Brief descriptions of the forms contained in your U.S. Legal Forms™ Employment Employee Personnel File package are found below.

Employee 90 Day Review Report – This is an evaluation form that is used when a new employee has been employed beyond the 90-day probation period.

Employment Form - This form allows a supervisor to collect vital employment information from an employee.

Direct Deposit Authorization Agreement – This form, to be filled out by the employee, allows the employer to deposit payroll checks directly into an employee's bank account.

Employment Agreement – This employment agreement is between a company and an employee. The company desires that the employee will not compete with the company during a certain length of time and within a certain geographical area specified within the agreement. The form also contains sections concerning: compensation, office and duties, termination of employment, and confidentiality.

Absence Report – This form is used to keep track of employee absenteeism and the reasons for their absence. This form requires the signature of both the employee and the employer.

Payroll Deduction Authorization – This form is used by the employee to authorize payroll deductions for a series of services.

Accident Injury Report – This form is used to document accidents and/or work-related injuries.

Expense Report – This expense report may be used to document amounts paid for meals, entertainment, supplies, etc.

Employee Monthly Time Report – This time report is used to track the work hours of a non-exempt employee.

Wage Withholding Authorization – This form is used as an authorization form for those employees wishing to have wages withheld from their paychecks. This form requires both the employee and the employer's signature.

Vacation Request – This form must be filled out and submitted by an employee requesting vacation time.

Confidentiality Statement - This form is a statement of your company's confidentiality Agreement and must be signed by both the employee and a witness.

Handbook Acknowledgement Form - This form is an agreement and acknowledgement that the employee has received and understands the company handbook. This form requires the signature of both the employee and employer.

Workers' Compensation Acknowledgement Form - This is an acknowledgement form regarding workers' compensation. The form states that the employee has read and understands the workers' compensation guidelines.

If you need additional information, please visit [www.uslegalforms.com](http://www.uslegalforms.com) and look up forms by subject matter. You may also wish to visit our legal definitions page at <http://definitions.uslegal.com/>

### III. TIPS ON COMPLETING THE FORMS

The form(s) in this packet may contain “form fields” created using Microsoft Word or Adobe Acrobat (“.pdf” format). “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the Forms toolbar that resembles a shaded letter “a”. Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

### IV. DISCLAIMER

These materials were developed by U.S. Legal Forms, Inc. based upon statutes and forms for the subject state. All information and Forms are subject to this Disclaimer:

**All forms in this package are provided without any warranty, express or implied, as to their legal effect and completeness. Please use at your own risk. If you have a serious legal problem, we suggest that you consult an attorney in your state. U.S. Legal Forms, Inc. does not provide legal advice. The products offered by U.S. Legal Forms (USLF) are not a substitute for the advice of an attorney.**

**THESE MATERIALS ARE PROVIDED “AS IS” WITHOUT ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND INCLUDING WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT OF INTELLECTUAL PROPERTY, OR FITNESS FOR ANY PARTICULAR PURPOSE. IN NO EVENT SHALL U.S. LEGAL FORMS, INC. OR ITS AGENTS OR OFFICERS BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OR PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION) ARISING OUT OF THE USE OF OR INABILITY TO USE THE MATERIALS, EVEN IF U.S. LEGAL FORMS, INC. HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**