Personnel File Cover

Name: _____ **SSN** _____

Changes (First Line is Hire Date information/ Last line is Term Information)

Date	New Position	New Pay	Authorized by	Notes

Consultation Record: (both verbal & written consultations must be documented)

Date	Verbal or Written	Issue

Vacations Taken

From Date	Return Date	Type	Details

Circle one

This is last page This is page # _____