

Employee Records and Documentation

Importance of maintaining employee records

Definition of employee records:

An employee record is a collection of an employee's information as soon as they have been hired to their termination date. Such information includes the employee's name, social security number, birthday, position, salary and address. It is good to know that there are some aspects, but not all, in the record. Typically, these records are held in a personnel file.



Employee Information Sheet

17/9/2018

Personal Information:

Amy Florez

E-mail
AmyWPerry@example.com

Cell Phone
(914) 537-9978

Address
4667 Mount Tabor
Monsey, NY, 10952
United States

Birth Date
March 11 1976

Marital Status

Married

Spouse's Name
Sherman Florez

Spouse's Cell Phone
(719) 381-6533

Job Information:

Title
HR Specialist

Employee ID
100818

Start Date
March 1 2015

Department
Human Resources

Work Location
Monsey

Salary
\$7000

Supervisor
Calvin K. Garcia

Emergency Contact Information:

Sherman Florez

Address
4667 Mount Tabor
Monsey, NY, 10952
United States

Phone Number
(719) 381-6533

Relationship
Husband

Employee Record											
First Name		Middle Name		Last Name		Social Security Number		Home Telephone		Official Telephone	
Date of Birth		Age		Will Be 65 On		Expenditure		Education		Years Attended	
MM DD YY		MM DD YY		MM DD YY				Elementary			
MM DD YY								High School			
MM DD YY								Trade School			
MM DD YY								College			
MM DD YY								Graduate Ed.			
MM DD YY								Other			
On Call Of Emergency, Notify:						Phone Number Of Emergency Contact:					
Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Marital Status: Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Mrs. Information											
Spouse's Name						Date Of Birth		Medical Conditions			
General Health						Height		Weight		Eye Color	
Union Affiliation						Job Classification And Grade					
Eligibility Date		Termination		Residence (SOA/1)		Other					
Previous Employer		Position		Worked From		Worked To		Starting Wage		Ending Wage	
Comments:											
Hired By: _____ Hired: _____ Project Or Location: _____											
Termination Information:											
Termination Date		From Project / Location				Terminated By		Reemployment For Me			
Employment?								Yes <input type="checkbox"/> No <input type="checkbox"/>			
Notes / Comments:											

Small Businesses and Employee Records:

It is necessary for every company to collect employee information in the form of employee records. Especially for small businesses without a separate HR team, it is crucial for them to be conscientious about maintaining every employment document and have a solid recordkeeping system that is in line with employment laws and tax requirements. If a business is facing a lawsuit, the employee record can be the one thing that makes you either win or lose in the court battle so it is crucial that employee records are updated and carefully maintained.

Compliance with record-keeping laws

BC Laws:

According to the province of BC, it is essential for employers to keep the following information:

- The employee's name, date of birth, job title, phone number and residential address
- Starting date of employment
- Employee's hourly salary/wage
- Employee hours worked each day
- Benefits employees receive
- The gross and net wages for each pay period the employee receives
- Reason and deduction for employees' wage
- Days the employee has taken statutory holidays and amount paid
- The exact dates of annual vacations, the paid amounts, and the days and amount owing
- The amount that has been paid from the time bank of the employee and the remaining balance

Employers need to keep these records in English at their principal place of business in B.C. for 4 years after each record was created.

More information at:

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advise/employment-standards/wages/keeping-records>

Types of record files

1. Attendance records

- Paid time off
- Unpaid time off
- Vacations
- Holidays
- Sick time
- Labour hours per week
- Tardiness/absences

2. Benefits records

3. Training records

4. Payroll withholdings

5. Unemployment records

- Employee name
- Address of employee
- Social security number of employee
- Dates of hire, separation or rehire
- Cash and non-wage payment dates
- Dates Worked
- Hours worked

Privacy

PIPA does not permit the use or collection of the employee's personal information without consent from the employee or under specific conditions where exemptions are applied. the collection, use, or disclosure of employee personal information. The use of the collection is allowed for managing or terminating the employee.

However, despite reasonable times, organizations must notify their employees before the collection or use of their personal information, including letting them know about the purpose. Only in rare situations is collecting or using the information permitted such as medical treatment or determining the suitability for an award.

Compensation and benefits

Designing competitive compensation structures

- Base wage and other monetary compensation
 - The base wage is the fixed wage/salary your employees receive for the work they perform. It can be paid either at an hourly or annual rate depending on the position. Pay is assigned to jobs based on skills and competencies required for the individual at the job, as well as responsibilities and requirements for the position.
- Benefits
 - Benefits are compensation that is not paid for work performed, that are provided to employees and funded by the employer. However, employers should keep in mind that the traditional “one-size-fits-all” approach to employee benefits no longer attracts employees like it had been before. Employers need to be more creative with this generation with their benefit plans to ensure that they have a wide employee demographic.

Wage and hour laws:

Minimum wage in B.C is \$16.75 and pay periods may not be longer than 16 days. All the money the employee earned including overtime and statutory holidays must be paid within 8 days of the last pay period. However, annual vacation pay and wages does not need to be paid within this period.

As well, wages must be paid in currency. Employers can pay employees by cash, cheque, bank draft, or money order or direct deposit if it is agreed in writing or part of an overall collective agreement. Although, farm labour contractors must pay wages directly to an employee's bank account. It can also be made by direct deposit to an employee's bank account if this agreed to in writing or if this arrangement is part of a collective agreement. Farm labour contractors must pay wages directly to an employee's bank account.

*When employees work, they must be paid for at least two hours of work.

More information at:

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/wages>

Employee benefits and perks for small businesses

Some examples may include:

- Prescription drug coverage
- Paramedical coverage
- Dental care
- Vision care
- Disability benefits
- Life and critical illness insurance

Incentive programs and bonuses

- Monetary bonuses
- Bonus vacation days
- Health reimbursements
- Option for referrals
- Professional development
- Tuition reimbursement

<https://www.achievers.com/blog/employee-incentive-programs/>

<https://www.canadalife.com/insurance/business-insurance/benefits-packages-for-small-businesses.html>

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/wages>

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/wages/keeping-records>

<https://www.zenefits.com/workest/small-business-guide-employee-records/>

<https://www.indeed.com/career-advice/career-development/employee-record-types>