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***HR Indexing Pick-Types & Security***

<b>Document</b>	<b>Indexing Pick-Type Name</b>	<b>Security Group(s) to View</b>
<b>Employee Folder</b>		
Offer Letter	Offer Letter	HR, Sales, Payroll
Employment, Confidential Information and Invention Assignment Agreement	Employment Agreement	HR, Legal
Resume	Resume	HR
New Employee Paperwork Check list	New Hire Check List	HR
Personal Information Form	Personal Information	HR
Certificate of New Employee	Certificate of New Employee	HR, Legal
Sexual Harassment Policy of, Inc.	Sexual Harassment Acknowledgment	HR, Legal
Employment Data Record	EEO/AAP	HR
Acknowledgement and Receipt of Handbook	Handbook Acknowledgement	HR, Legal
Employee Status Change	Employee Status Change	HR
Employee Performance Appraisal	Performance Appraisal	HR
Merit Increase Letter	Merit Increase Letter	HR
First Aid/CPR Certificate	First Aid/CPR Certificate	HR
New Hire (for Payroll) Form	New Hire Info for Payroll	HR, Payroll
W-9 Form	W-9 Form	HR, Payroll
Time Sheet	Time Sheet	HR, Payroll
Consulting Agreement	Consulting Agreement	HR
Job Tasks/Role/Description	Job Description	HR
Stock Option Grant Letter	Stock Option Grant Letter	HR, Stock Admin
Tax Exemption Form	Tax Exemption Form	HR, Payroll
BLR Training Certificate	Sexual Harassment Prevention Training Completion Certificate	HR
Bonus Plan	Bonus Plan	HR
Employment Verification Form	VOE	HR
Severance Agreement	Severance Agreement	HR
Performance Improvement Plan	PIP	HR
Miscellaneous	Miscellaneous	HR
<b>Benefits Folder</b>		

Open Enrollment	Open Enrollment	Benefits
401(k) Hardship Withdrawal	401(k) Hardship Withdrawal	Benefits
401(k) Beneficiary Designation Form	401(k) Beneficiary Designation Form	Benefits
401(k) Rollover Form	401(k) Rollover Form	Benefits
401(k) Plan YTD Contributions	401(k) Plan YTD Contributions	Benefits
Health/Dependent Care Flexible Spending Account Enrollment Form	Health/Dependent Care Flexible Spending Account Enrollment Form	Benefits
Miscellaneous	Miscellaneous	Benefits