

HR Forms & Tools

Compensation, Benefits, Records & Time Off

List of Included Documents

Accidents

- Employee's Report of Accident
- Supervisor's Report of Accident

Attendance Tracking

- Absence Report
- Attendance Tracker

Catastrophic Leave

- Catastrophic Leave Donation
- Catastrophic Leave Request

Compensation and Benefits

- Annual Total Compensation Summary & Explanation
- Annual Total Compensation Summary (Short Version)
- Compensation and Benefits Profile
- Compensation Audit – Legal Issues
- Compensation Philosophy and Strategic Planning Worksheet
- Compensation Program Review Memo
- EEOC Guidance on Compensation Discrimination
- Employee Cellular Phone Acknowledgement
- Employee Total Compensation Summary
- How Important is Pay?
- Sample Total Compensation Letter

Domestic Partnership Benefits

- Declaration of Marriage or Domestic Partnership
- Domestic Partnership Declaration
- Notice of Termination of Eligibility for Domestic Partner Benefits

Expense and Travel Reports

- Travel Advance Request
- Travel Advance Reconciliation
- Travel and Expense Report

Fair Labor Standards Act (FLSA)

- 15 Things Managers Need to Know about the FLSA and Wage-Hour Law
- 20 Ways to Violate Federal Wage & Hour Laws and Pay the Price for Doing So
- Common Myths Regarding Paying Nonexempt Employees
- Emergency Closures & Paying Employees
- FLSA Challenge – Part I
- FLSA Challenge – Part II
- Frequently Asked FLSA Questions-Breaks and Time Off
- Frequently Asked FLSA Questions-Protecting & Maintaining Exempt Status
- Frequently Asked FLSA Questions-Fed and State Law Differences
- Frequently Asked FLSA Questions-Hours Worked
- Frequently Asked FLSA Questions-Overtime Calculations
- Frequently Asked FLSA Questions-Paying and Recording Time



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- Frequently Asked FLSA Questions-Who's Exempt From Overtime
- Making Deductions From an Exempt Employee's Paycheck and Establishing a Safe Harbor
- Non-exempt Exempt Determination
- Non-exempt Exempt Determination Administrative Worksheet
- Non-exempt Exempt Determination Computer Related Worksheet
- Non-exempt Exempt Determination Executive Worksheet
- Non-exempt Exempt Determination Highly Compensated Worksheet
- Non-exempt Exempt Determination Outside Sales Worksheet
- Non-exempt Exempt Determination Professional Worksheet
- Trying to Fit Technology and Computer Employees into FLSA Tests

Family Medical Leave Act (FMLA)

- WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition (pdf file)
- WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition (pdf file)
- WH-381 Notice of Eligibility and Rights and Responsibilities (pdf file)
- WH-382 Designation Notice (pdf file)
- WH-384 Certification of Qualifying Exigency for Military Family Leave (pdf file)
- WH-385 Certification for Serious Injury or Illness of Covered Servicemember – for Military Family Leave (pdf file)
- FMLA Poster (pdf file)
- NDAA Amendments (pdf file)
- Letter to Employee FML Exhausted
- Five Common FMLA Mistakes

Job Description Worksheets

- ADA Related Information
- Job Description Worksheet - Exempt Status
- Job Description Sample - Exempt Position
- Job Description Sample - Non-exempt Position
- Job Description Worksheet - Non-exempt Status
- Job Description Worksheet - Short Version

Leave Records

- Weekly Leave Record (for Exempt Employees)
- Weekly Timesheet (for Nonexempt Employees)

Military Leave

- An Overview of Military Leave Requirements
- Military Leave Regulations
- USERRA Poster (pdf file)

Payroll and Personnel Records

- Alternate Scheduling Request
- Auditing Employee Information Policies and Practices
- Authorization to Release Information



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- Company Credit Card Receipt Acknowledgement
- Direct Deposit Authorization
- Drafting a SSN Policy and Sample Policy
- Employee Achievement
- Employee Authorization to Release Information to Prospective Employers
- Employee Commendation
- Employee Data Change Form
- Employee Data Record
- Job Share Checklist and Application
- Job Sharing Memo of Understanding
- Payroll/Status Change
- Policy Change Receipt and Acknowledgement
- Record Retention Requirements
- Request to View Personnel File
- The Care and Feeding of Personnel Records
- W-4 Form (pdf file)

Requests for Time Off and Employer Response

- Application for Sabbatical Leave
- Employee Request for Extension of Leave of Absence
- Employee Request for Leave of Absence (other than FMLA)
- Employee Request for School-Volunteer Leave
- Employer Response to Employee Request for Leave
- Vacation Request

Return to Work

- Acknowledgement of Offer of Temporary Light Duty Position
- Return to Work Release

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