

Every 2014  
 P21 m. 5.5.11  
 4/11/04  
 7/18/04

7/18/04

P3 2 suits  
 8-1-07

ITEM DESCRIPTION	DATE PL	INEL FILE INVENTORY	MISCELLANEOUS COMMENTS
29 Payroll Action	7-12-06		
30 Payroll Action	10-2-06		Color for FY 0607 3.7% see 7/1/06
31 Emp Performance	2-2-07		Step E, 1 yr, see 10-16-06
32 W-4	10-30-06		
33 W-4	1-31-07		
34 W-4	4-17-7		
35 W-4	5-16-07		
36 Elec Fund Transfer	5-16-07		
37 Revised Elec Fund Transfer	6-7-07		
38 W 4	9-17-07		due to incurred routing & acct #'s
39 W 4	1-10-08		sent to payroll 9-17-07
40 Correspondence Re: Health	1-22-08		sent to payroll 1-10-08
41 Copy Cert	1-22-08		
42 Emp Performance	1-31-08		
43 Payroll Action	3-4-08		
44 W 4	4-17-08		Color ↑ 3% see 1/1/08
45 Union Contract	5-8-08		
46 Letter re: job issues	11/7/08		
47			
48 Dist Policy # 2180	1-5-09		includes original of TA letter of 11/6/08 & work cover sheet to Bob Phillips
49 1003 Acknowledgement	1-5-09		acknowledge of receipt of Dist Policy # 2180
50 Emp Perf Review	3-24-09		1003 Acknowledgement of receipt
51 Memo re: Payroll	4-7-09		Emp Performance review of <del>xxx</del>
52 Worksheet Health Plan	1-5-09		
53 Payroll Memo	6-23-09		Out of pocket when off payroll 2008
54 Payroll Memo	7-13-09		health coverage change off 8-1-09
55 Payroll	7-19-09		Def comp deferred amount see eff payday 7-24-09
56 Payroll action	8-1-09		COLA 2.5% 7-1-09
PERMINT			COLA pay inc see 7-1-08 (out of order)

PERSONNEL FILE INVENTORY

ITEM DESCRIPTION	DATE PLACED	DATE REMOVED	BY WHOM	MISCELLANEOUS COMMENTS
	IN FILE	FROM FILE		
57 w/e letter	11/9/09		EN	
58 TA note to district	11/17/09		EN	original to TA cc: to AIMS & BRS
59 <del>W/4</del> Phone Message	11-18-09		EN	Note from TA to MM, MM to IRS, IRS to file.
60 W-4	11-18-09		EN	
61 Retirement buy back	11-23-09		EN	
62 Seat belt acknowledgment	11-24-09		MZ	
63 W-4	11-25-09		EN	acknowledgment form w/ signature address change
64 Address change	11-30-09		MZ	memo stating new address eff 11/1/10
65 Payroll deduction	11-30-09		EN	
66 W-4	9-17-10		EN	enempt
67 Payroll memo	6-21-10		EN	COLA + 2.5%
68 Notification re: vision	6-22-10		EN	vision new rate & copy
69 W-4	4-22-11		EN	
70 Performance Eval.	1-27-11		EN	
71 W-4	6-21-11		EN	
72 direct deposit change	6-21-11		EN	change banking info
73 Performance Eval.	8-19-11		EN	
74 Letter to TA	9/19/11		EN	
75 Payroll	10-7-11		EN	
76 E mail correspondence	9-21-11		EN	
77 memo re payroll	6-28-11		EN	Copy to Sley - original to TA
78 Req for signature	2-15-12		EN	Payroll hours, ppe 10-9-11
79 Email to JS from TA	4-11-12		EN	re: phone numbers update
80 Notification	4-4-13		EN	Plan 125 election form
81 Notification	6-4-13		EL	Re: FMLA/CERA
82 COBRA Coverage	7-5-13		EN	Re: FMLA/COBRA
83 SJCERA	7-24-13		EA	COBRA continuation coverage form & annual electoral plan
84 SJCERA PERMMENT	7-24-13		EA	

PERSONNEL FILE INVENTORY

ITEM DESCRIPTION	DATE PLACED	DATE REMOVED	BY WHOM	MISCELLANEOUS COMMENTS
	IN FILE	FROM FILE		
85 <i>Investigative</i> SICERA	3/30/13		EN	
86 SJCERA	5-12-14		EN	Seeking reimbursement for overpayment/payroll disability SRV ret approved
87 Payroll Dept Process	5-16-14		CA	
88 SJCER Letter	5-16-14		CA	Process vacations checks - Payoffe vacation hrs
89 SJC ERAD Report	5-16-14		CA	<del>Retire</del> Retirement letter
90 Notice from SICERA	5-14-14		EN	
91 SL Notification SICERA	5-14-14		EN	
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PERINVENT