

Employee Recordkeeping

Put warnings in writing

Help protect your company from wrongful-termination lawsuits by documenting employee disciplinary actions.

- Documents date, time and important details of an incident
- Includes space for employee and supervisor signatures of acknowledgment

ComplyRight™ Employee Warning Notice

AR0395 Price Each \$29.99
50 sheets/pkg. Size: 8½" x 11"

Document employee separation

This form walks you through the necessary steps and ensures legally sound handling of the separation process, whenever an employee quits, retires, is laid off, or is terminated.

- Records essential details whenever an employee leaves
- Documents details of separation, final pay, COBRA rights, confidentiality obligations and much more

ComplyRight™ Separation Report

AR0373 Price Each \$29.99
50 sheets/pkg. Size: 8½" x 11"

Record job and salary changes

Head off misunderstandings about employee payroll status — and help protect your business from FLSA lawsuits — with this form that thoroughly documents all the changes when they're made.

- Collects all information necessary to document any change to an employee's pay status
- Ensures all employees have updated, current payroll records

ComplyRight™ Payroll Change Notice

AR0394 Price Each \$29.99
50 sheets/pkg. Size: 8½" x 11"

Organize employee files

The Employee Envo-File® lets you safely store documents, plus record key information, benefits and activity.

- Protects legally sensitive documents
- Ample space on the outside of the file to record employee information

ComplyRight™ Employee Envo-File®

AR0717 Price Each \$49.99
25 per package. 9½" x 11 ¼"