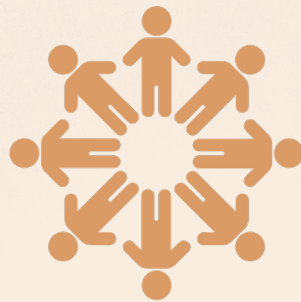


3 Things Your HR Files Must Include in 2021



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HUMANS

www.managemyhumans.com
angie@managemyhumans.com
Warren, PA

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3 Things Your HR Files Must Include in 2021

Organized and consistent personnel files are becoming a lost art form, especially for small businesses who are struggling just to navigate daily changes in general operations. Whether you keep your employee files on paper or in digital form, here are three documents every personnel file should contain:



1. An updated Form W-4

The Form W-4 must be updated every January. This holds pertinent information about your employees and how they will pay the IRS. The IRS changes withholding rules and options annually, so if an employee does not update their withholding information, they could be missing out on valuable deductions.

Download the 2021
W4 here!



2. An updated Pennsylvania Local Tax Form

Pennsylvania is an extremely complex state, and it can be difficult to know exactly which local municipality that employees should be taxed on. If the correct Residency Certification Form code is not entered, it can cost them hundreds of dollars at tax time.

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Employers must also know how to split tax monies correctly.

Find out how to accurately determine a Pennsylvania municipality here!

3. An accurate Emergency Contact and Employee Information Data Form

In the world of disposable cellular phones, people change their phone number as often as they change their Well, you get the picture. It is obvious that you want to have the correct information to contact your employees, but how important is it to have a valid Emergency Contact for each? Very.

The Emergency Contact on file should be the first person contacted in the event of an emergency or crisis. As a responsible employer, you want to assist your employee quickly while respecting their privacy.

Find out how to guide your team when choosing their Emergency Contact here!



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