SOP: Employee Documentation and Verification Procedure

This SOP details the **employee documentation and verification procedure**, covering the collection, review, and secure storage of employee identification, qualifications, work permits, and other relevant documents. It ensures compliance with legal and organizational requirements by outlining steps for document verification, periodic audits, and updating employee records. The procedure aims to maintain accurate and up-to-date personnel information, supporting efficient HR management and regulatory adherence.

1. Purpose

To establish a standardized process for collecting, verifying, and securely maintaining employee documentation in compliance with legal and organizational requirements.

2. Scope

This procedure applies to all employees, including permanent, contractual, temporary, and part-time staff, at all organizational locations.

3. Responsibilities

- **HR Department:** Collection, verification, and secure storage of employee documents.
- **Supervisors/Managers:** Ensuring employees comply with documentation requirements.
- **Employees:** Submission of accurate and updated personal documentation.

4. Definitions

Term	Definition
Employee Documentation	Official records such as IDs, work permits, educational certificates, etc.
Verification	The process of authenticating the accuracy and legitimacy of documents provided.
Secure Storage	Physical or digital means to store documents safely, limiting access to authorized personnel.

5. Procedure

1. **Document Collection:**
   - Request required documentation from employee upon hiring or as needed.
   - Examples of required documents: identity proof, address proof, qualifications, work permits, background checks, etc.
   - Maintain a checklist for documents received.
2. **Document Verification:**
   - Authenticate the validity of submitted documents (cross-verify with issuing authorities if needed).
   - Mark verified documents in the checklist; note any discrepancies.
   - Notify employees of missing or invalid documents for rectification within a set timeframe.
3. **Secure Storage:**
   - Store physical documents in locked cabinets with restricted access.
   - Store electronic documents on password-protected systems with encrypted backups.
   - Restrict access to authorized HR personnel only.
4. **Updating Records:**
   - Review and update documents periodically (e.g., annually or upon change of status).
   - Remove outdated documents and store in a secure archive or dispose as per data retention policies.
5. **Periodic Audits:**
   - Conduct regular audits of employee files to ensure compliance and completeness.
   - Document audit findings and resolve identified issues promptly.

6. Related Documents

- Employee Onboarding Checklist
- Data Protection and Privacy Policy
- Document Retention and Disposal Policy

7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-10	Initial SOP issued	HR Manager