



# Human Resources: Employee Records and Unemployment WBT Quick Reference Guide

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## [Employee Records](#)

Departments must keep all employee documents stored securely.

Five years after the employee has left your department, contact the [Employee Records Department](#) to transfer any digital documentation into a departmental One Drive.

Any paper, digital or electronic media, that has not been transferred to One Drive is accounted for on a Records Destruction Certificate or RDC.

To obtain an RDC, contact [UK Libraries-Records Management](#).

## [UK Human Resources Unemployment](#)

- Provides general guidance on unemployment
- Works with The Kentucky Office of Unemployment Insurance
- Connects people in crisis to assistance programs

## [The Kentucky Office of Unemployment Insurance](#)

- Receives and reviews online claims
- Determines applicable benefits
- Answers more specific questions about unemployment

## Verification of Employment (VOE)

VOEs and Employee Records for current employees can be requested by completing this [form](#) on the Human Resources website.

An employee who has been separated from the University for more than six months must email the [UK Legal Office](#) to begin an Open Records Request.

University employees are prohibited from releasing any information about another employee to an outside organization without written authorization from that individual. [HR Policy #6](#)

## [HR Policy and Procedures](#)

[#6: Staff Employee Files](#)

[#100: Unemployment Insurance](#)

## Additional Resources

[UK Human Resources Employee Records](#)

[UK Human Resources Unemployment](#)

Quick Reference Guides are not complete descriptions and are not to be used in place of the Business Procedures Manual (BPM). It is each employee's responsibility to know all proper procedures as per [UK's BPM](#) and other governing guidelines.