

DO NOT STAPLE TO ANYTHING.

EMPLOYEE FILE HEADER

Files with a mixture of single and double-sided pages are scanned as double sided, and blank pages removed. Some blank pages may appear in the output file.

COMPANY NAME¹ 100 Chrs Mandatory	
Branch / Dept ² 50 Chrs Recommended	
SURNAME 50 CHRS Mandatory	
GIVEN 50 CHRS Mandatory	
DOB DD/MM/YYYY Mandatory	
GENDER "M" or "F"	
EMPLOYEE NUMBER 50 CHRS Optional	
DATE COMPLETED DD/MM/YYYY Optional	
DATE COMMENCED DD/MM/YYYY Optional	
Part of Parts Leave Blank for FILEforce to completed for bulky files	

FILEforce use

1. Particularly relevant if you add company names at a later date or change company names in the future or have multiple companies within the same group.
2. If you do not have branches, department, centers or any differentiation within your organisation repeat the company name. You may put whatever you like in here, it could be "Salary" or "Award".

NOTES FOR PREPARATION

This is the header sheet that will appear at the beginning of each scanned file.

It is completed as an ADOBE form, which allows you to continually fill in the same form, printing it and placing it on top of the files contents. (Fixed fields such as company name need only be entered once.)

Dates are 03/03/2006 with slashes not dashes

Place this sheet in the front of each folder or packet.

For more information call 1300 300 395
Ask for Scanning Centre Supervisor

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