## **HR Folder Structure Template**

## **Recommended Folder Layout**

- /HR/Employees/LastName\_FirstName/Employment
- /HR/Employees/LastName\_FirstName/Performance
- /HR/Employees/LastName\_FirstName/Disciplinary
- /HR/Employees/LastName\_FirstName/Training
- /HR/Medical (Restricted Access)
- /HR/Policies
- /HR/Templates