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## **CREATION OF EMPLOYEE RECORD PROCEDURE (HUM-P001)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process to establish and maintain an electronic employee record.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1. Human Resources Staff

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Human Resources Director

### **4.0 DEFINITIONS:**

- 4.1 Personnel Action: Audit trail to document employee data.

### **5.0 PROCEDURE:**

- 5.1 Human Resources Department receives a recommendation/application for employment (new hires) or change in current employee status (transfers, resignations, retirement, leave of absence, termination, degree changes, adjustment for experience, percent of contract change, longevity change, deceased) and salary changes.
- 5.2 Human Resources staff begins Personnel Action by entering data in appropriate screens and scanning and attaching supporting documents.
- 5.3 Personnel Action is released according to workflow.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Recommendation of Employment (HUM-F003)
- 6.2 Transfers ([HUM-F004](#) or [HUM-F005](#))
- 6.3 Resignation ([HUM-F030](#))
- 6.4 Retirement ([BEN-F011](#))
- 6.5 Leave of Absence ([HUM-F015](#) and [HUM-F016](#))
- 6.6 Leave of Absence Extension (HUM-F031)
- 6.7 Employee Record Reconciliation Procedure ([BUD-P002](#))
- 6.8 Employee Record Data Entry ([PAY-P004](#))



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### **7.0 RECORD RETENTION TABLE:**

| <u>Identification</u>                          | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|--|----------------|------------------|--------------------|-------------------|
| Personnel Record with supporting documentation | Hard drive     | Perpetual        | Permanent          | Backup to server  |

### **8.0 REVISION HISTORY:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u>   |
|--------------|-------------|---|
| 2/07/03      |             | Initial Release   |
| 8/07/06      | A           | Revise procedure and flowchart according to the implementation of MUNIS |

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this process.

**\*\*\* End of procedure \*\*\***