



# PERSONNEL ACTIONS VERIFICATION PROCEDURE (PAY-P004)

Clarksville-Montgomery County School System

## 1.0 SCOPE:

- 1.1 This procedure outlines the process for verifying Personnel Actions.

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

## 2.0 RESPONSIBILITY:

- 2.1 Payroll Office Staff

## 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

## 4.0 DEFINITIONS:

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

## 5.0 PROCEDURE:

- 5.1 Payroll Office receives a Personnel Action via workflow from Human Resources Department (HR) or Budget Office.
- 5.2 Payroll Office staff reviews Personnel Action.
  - 5.2.1 Social security number, telephone number and address of new hires are verified and any discrepancies are reconciled with employee or through HR. Available leave is calculated and employee information is entered into appropriate database screens.
  - 5.2.2 Changes in permanent employee status are entered into appropriate database screen.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Employee Record Reconciliation ([BUD-P002](#))
- 6.2 Creation of Employee Record ([HUM-P001](#))

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
IED Record	Payroll Office	Current plus two	Shred	Secure Building

## 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/22/03		Initial Release
3/12/03	A	Change title, clarify 5.1.1, add names of forms and procedures in 6.0
10/30/06	B	Revise according to MUNIS implementation, update flowchart



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### **9.0 FLOWCHART:**

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

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

