EMPLOYEE RECORD CHANGE PROCEDURE

I. Purpose and Scope:

Employee Records (hereafter "ER"s) serve as the primary way for University departments to change current employee information, and are also used to review payroll system changes for accuracy. This procedure provides guidance on how to use ERs to change employee information. The procedure for reviewing Employee Records for system accuracy is provided in Chapter 3.

II. Responsibility for implementing procedure:

A. Employees

Employees must provide the information and documentation required for processing ER form changes, as noted in this procedure and on the ER form instructions.

B. Department Payroll Administrators

Designated department personnel are responsible for submitting all changes that effect the information contained on an employee record timely and accurately.

Additionally, department administrators are responsible for reviewing all turnaround ERs to ensure that new appointments and changes are entered into the Oracle payroll system in a timely and accurate manner.

Some actions generate a turnaround ER without direct department involvement. One example is an address change submitted directly to Payroll by the employee.

C. Payroll Department Staff

Payroll staff will provide the instruction and support that Department Payroll Administrators require to properly process Employee Records.

III. Procedure:

An ER is generated automatically by the Oracle HR/Payroll system and sent to the department when a new employee is entered or when changes are made in the Payroll system for a current employee. For this reason, this ER is called a "Turn-around" ER. This form then becomes the document used for subsequent changes.

Descriptions of data contained on the Employee Record form are located on the back of the form .

All changes must be written clearly in red ink in the space below the existing data that is changing.

A. Processing:

The most recent Employee Record should always be used to submit changes. Using an out dated form can lead to confusion and incorrect payment.

If the most recent ER is not available in the department, one may be requested by submitting an inquiry. As ER's may only be requested by Payroll Administrators in the employees' home department, Payroll Administrators must contact the employee's previous department to obtain a copy of the latest ER for an employee who has recently transferred. Administrators should also obtain the "termination" ER from the prior department if the employee is being rehired.

It should be noted that not all actions will generate a turnaround ER. An example would be a change that had occurred in the past and is being submitted for documentation only. If an action is initiated that will not generate a turnaround Employee Record, one may be requested by department administrators.

B. Authorization:

ER's submitted with changes or updates that affect an individual's pay must be signed by the preparer and by at least one other individual designated to authorize the ER forms. The Dean's office has responsibility for establishing the signature hierarchy in the University Departments. When all departmental signatures are obtained, the paperwork and all required documentation must be forwarded to the processing area designated for the individual's job classification.

C. Timing and Schedules

All ER changes must adhere to the published schedule of deadlines to ensure timely and accurate payment to the employee. The timing of paperwork submission for terminations and reductions in pay is critical to avoid overpayments. Departments must notify their Payroll Representative if an ER that indicates either a decrease in pay, or no pay, is submitted after the published deadline.

Late Employee Records for job type changes that effect an employee's taxation status will not be processed retroactively.

Future dated changes will not generate a turnaround ER until the effective date. Department Administrators must monitor future dated changes to ensure that another change is not submitted before the effective date of the pending change.

ER's submitted for changes in "pay year type" must be made before the employee is paid at the start of each contract year.

IV. Documentation:

ER's submitted for rehires must follow the new appointment procedure for required documentation (See New Appointment Form Procedure for details). No rehire action may be recorded in the HR/Payroll system unless all required documentation has been received.

A copy of a Social Security Card must be attached to an ER that is submitted for a name change.

All employee address changes must be submitted via a Residency Certification/Address Change Form. An Employee Record form is not required by Payroll for this change.

V. Records

The department authorized copy must be maintained in a secure central location within the department as long as the employee is active and for a period of 3 years following employee termination. Forms must be made available for audit purposes during this time period.

The Employee Record form and attachments are stored by the Payroll Department in the employee's payroll file. The documents are retained for a period of ten years after an employee leaves the University.