EMPLOYEE RECORD
RECONCILIATION PROCEDURE (BUD-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the reconciliation process of the employee record for budget purposes.

2.0 RESPONSIBILITY:

2.1 Administrative Specialist

3.0 APPROVAL AUTHORITY:

3.1 Chief Financial Officer

4.0 DEFINITIONS:

4.1 Personnel Actions: Audit trail to document employee data.

4.2 Overlaps: Two employees being paid under the same position number, which may occur when the initial employee hired is granted a leave of absence and a temporary employee is placed in the position.

4.3 Position ID Number: Number assigned to each position by account code and location.

4.4 Budgeted Salary: Current salary by position plus anticipated adjustment and step increase.

4.5 Actual Salary: Current salary by position.

5.0 PROCEDURE:

5.1 Administrative Specialist in the Budget Office receives a Personnel Action from the Human Resources Department.

5.2 Administrative Specialist reviews all personnel changes (percent of contract, hourly work day) by position id number, verifies correct position number is being used and verifies position number identified is budgeted. Verifies that the correct budget code is being used.

   5.2.1 Human Resources Department is notified of any discrepancies discovered on the Personnel Action.

5.3 Administrative Specialist documents any changes that would have a fiscal impact on the current year's budget (i.e. leave of absences, overlaps, salary adjustments, new hires, terminations, promotions).

   5.3.1 A spread sheet is maintained in the Budget Office on budgeted salary versus actual salary.

   5.3.2 A spreadsheet is maintained in the Budget Office on budgeted positions versus actual positions for reconciliation.

5.4 The Personnel Action is approved and forwarded to the Payroll Office for processing.

6.0 ASSOCIATED DOCUMENTS:

6.1 Spread Sheet

6.2 Annual Budget (BUD-P001)

6.3 Creation of Employee Record (HUM-P001)

6.4 Personnel Actions Verification (PAY-P004)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Spread sheet	Computer	Current plus five years	Delete	Electronic back-up

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
1/22/03		Initial Release
3/12/03	A	Change title, clarify 5.2, add names of forms and procedures in 6.0, revise flowchart to reflect changes
10/26/06	B	Revision re MUNIS implementation, update flowchart
11/12/18	C	5.2, changed "documents" to "reviews" and added "verifies that the correct…". Added 5.3.2. 5.4, added "for processing" after "Payroll Office". Updated flowchart.

9.0 FLOWCHART:

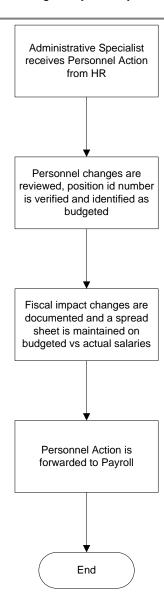9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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Administrative Specialist receives Personnel Action from HR

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Personnel changes are reviewed, position id number is verified and identified as budgeted

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Fiscal impact changes are documented and a spread sheet is maintained on budgeted vs actual salaries

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Personnel Action is forwarded to Payroll

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End