



## **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 Director of Classified Employment
- 3.2 Director of Certified Employment
- 3.3 Chief Human Resources Officer

### **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 re-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, suspensions, or deceased) and salary changes.
- 5.2 Human Resources staff begins Personnel Action by entering data in appropriate screens and scanning and uploading supporting documents to the employee's personnel file.
- 5.3 Personnel Action is released according to workflow.

### **6.0 ASSOCIATED DOCUMENTS/ONLINE PORTAL**

- 6.1 Recommendation of Employment ([HUM-F003](#))
- 6.2 Employee Transfer Portal
- 6.3 Resignation ([HUM-F030](#))
- 6.4 Retirement Portal
- 6.5 Leave of Absence Portal
- 6.6 Employee Record Reconciliation Procedure ([BUD-P002](#))
- 6.7 Employee Record Data Entry ([PAY-P004](#))

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



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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Personnel Record with supporting documentation	Hard Drive	Perpetual	Permanent	Back to server

**8.0 REVISION HISTORY:**

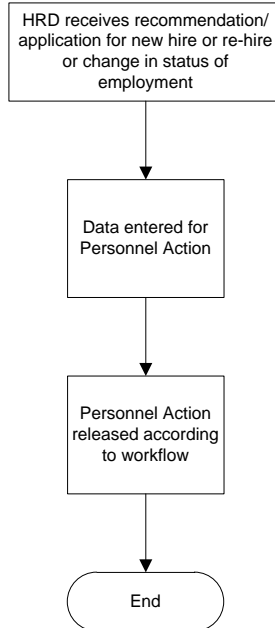
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/07/03		Initial Release
8/07/06	A	Revise procedure and flowchart according to the implementation of MUNIS
10/17/12	B	Add 3.2 Director of Educator Quality, Add in 5.1 re-hires and suspensions
6/11/14	C	Add Chief Human Resources Director to Approval Authority; logo
1/9/17	D	Updated 3.1 and 3.3.
10/24/18	E	Removed HUM-F004 from associated documents. Replaced Classified Employment and Substitute Coordinator with Human Resources Director due to title change.
3/1/2021	F	Removed obsolete document reference.
5/24/23	G	Updated titles for the Director of Certified Employment and the Director of Classified Employment. Updated document links and references.

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.

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**\*\*\* End of Procedure \*\*\***