

Policy & Procedure Manual

EMPLOYEE CHANGES – FD-VII-7

POLICY

Employee changes for Name, Address, Telephone and Benefit Enrolments will be processed by Finance based on a written notification received from Human Resources.

PURPOSE

To ensure employee personal information or benefit enrolment/status is not changed without the proper authorizations.

PROCEDURE

1. Changes required to an Employee's Name, Address or Telephone Number is initiated based on written notification received from Human Resources.
2. Employee benefit enrolment or benefit status changes are initiated based on a memorandum received from Human Resources accompanied by a copy of the Benefit Carrier's Addition/Change Form, where applicable.
3. Upon entering all necessary data to initiate the personal information changes or benefit changes in the OHR system, the source document is stamped "Posted", initialled and placed in pay period processing folder.
4. Once the pay period processing is complete, the original source documents are verified against the Payroll Interface Audit Report and initialled by Payroll & IT Specialist.
5. All source documents are reviewed and initialled by the Director Finance and Administration.
6. The posted and verified documents are then filed in the individual employee's payroll file following payroll processing completion.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration

ORIGINAL POLICY DATE: February 1995

AUTHORIZED BY: Executive Director

SIGNATURE:

