Policy Purpose

To ensure that employee personal records are accurate, any change in an employee’s employment status will be reported to Human Resources as soon as possible. In addition, if there is a change to the employee’s personal information, the employee is responsible for ensuring their information is up to date.

Policy Summary

Through Clarkson University database system, PeopleSoft, department heads managers/supervisors and employees, are responsible for ensuring that job data and personal information is accurate and up to date. Any changes to an employee’s position status, change in position etc., will be reported to Human Resources prior to the change so that employees can be informed about possible benefit changes or obligations on their part in a timely manner.

Definition of Terms

Staff Member: Includes all exempt and non-exempt employees.

Policy

The purpose of this policy is to outline the process in which a staff member may have a change to their employment and/or compensation status. Changes in employment and/or compensation status include but are not limited to layoffs or changes in work hours, work schedules, job content, pay, benefits, and full-time equivalency.

Procedure

The department head or supervisor will initiate an electronic Payroll Authorization through PeopleSoft when the following information has changed for an employee:

- Change in rate of pay;
- Change in scheduled hours of work;
- Change from temporary to regular employment;
- Transfer or promotion;
- Interruptions in service (leaves with pay or without pay); and
- Layoffs.
- Title
- Supervisor
- Department