

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued 5/24

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| CHAPTER Human Resources | CHAPTER 06 | SECTION 001 | SUBJECT 0050 |
| SECTION Personnel | SUBJECT Personnel: Changes in Employment Status and/or Personal Information | | |
| WRITTEN BY Admin. Services Division | REVISED BY Jody Kruskie | AUTHORIZED BY Telly Delor | |

I. **APPLICATION:**

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. **PURPOSE STATEMENT:**

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure that all changes in an employee's status of employment be reported and updated in the personnel software.

III. **DEFINITIONS:**

None Available

IV. **STANDARDS:**

- A. Changes include, but are not limited to, reassignment, transfer, change in employment status, promotion, suspension and termination; employee change of name or address, employee changes of telephone number, tax information, number of dependents, emergency contact and insurance changes (e.g., marital status, births, deaths, beneficiary changes).

V. **PROCEDURES:**

A. **Employment Status Changes**

Supervisor

1. Submits request or notification in an email to HRDepartment@scccmh.org when an employee is transferred, promoted, suspended, resigns or is terminated.

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Human Resource Administrative Assistant/HR Designee

2. Makes all employment status changes in ADP, any benefit portals as necessary and enters information on Weekly HR Update Report.
3. Forwards Weekly HR Update Report to Chief Financial Officer and Finance Technician for review.

Chief Financial Officer

4. Reviews the Weekly HR Update Report and follows-up with any questions.

Finance Technician

5. Makes necessary changes in ADP for payroll processing and returns to the Human Resource Administrative Assistant/HR Designee for filing.
6. For terminations, reviews employee's sick, overtime, and vacation records; computes number of hours the employee is to be paid, and if appropriate notice has been given. (See [Administrative Procedure # 06-001-0115, Personnel: Resignation/Retirement/Termination Process](#)).

Labor/Employee Relations Manager/Designee

7. For termination of regular full time employment (if hired prior to 1/1/2016), refers employee to St. Clair County Human Resource Department to discuss process/options for accumulated retirement funds.

B. Changes in Personal Information

Employee

1. Submits completed form [#0830 Personnel Change of Information](#), or notifies Human Resource Department by email at HRDepartment@scccmh.org. Note: An updated Social Security card must be presented and copied for all name changes.
2. Requests appropriate form from Finance Technician or Human Resource Administrative Assistant/HR Designee for changes in income tax documents or direct deposit information.

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Finance Technician or Human Resource Administrative Assistant/HR Designee

3. Provides the necessary forms; Finance Technician processes with payroll as appropriate.

VI. REFERENCES:

A. [#0830 Personnel Change of Information](#)

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 06/88, 05/90, 06/92, 01/95, 07/97, 06/99, 06/01, 02/03, 02/05, 02/07, 02/09, 12/11, 05/13, 05/14, 05/15, 05/16, 05/17, 05/18, 05/19, 07/20, 07/21, 07/22, 5/23.