



INTER OFFICE MEMO

Buddy Gazaleh
Mail Operations
1=Main

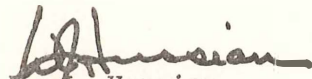
TO: DISTRIBUTION A THRU G AT: DATE 07/10/75
FROM: W. J. Hussian AT: Human Resources Information Center
SUBJECT: CORRECTIONS TO THE EMPLOYEES' PROFILES

It is our desire to update and correct the data which appears on employee profiles, especially the transactions listed in the Chronological Work History section, as expeditiously as possible.

A number of possible approaches to accomplish this were discussed with members of the Management Advisory Committee. It was recommended, after considering a number of factors, that such changes can best be handled by line management on a routine basis as profiles are initiated for any of the usual personnel transactions.

In addition, a small task force will be formed in H.R.I.C. to review each profile, as received, for completeness and accuracy.

Please read and follow the attached instructions for making corrections, especially to the chronological work history file, and if you have any questions, please let us know. We will be glad to assist you.


W. J. Hussian
WJH:mlt

INSTRUCTIONS

Corrections to Employees' Profiles

Department Managers will be responsible for checking and correcting all portions of the profile (except section 18) when profiles are processed for routine transactions such as performance reviews, transfers, address changes, leave of absence, etc.

Corrections should include current address, telephone number, name of beneficiary, emergency contact number, social security number, marital status, birth date, etc.

All corrections, changes or additions to the profile should be coded in accordance with instructions contained in the HRS/Management Manual. Please take care that notations are legible.

Instructions concerning the proper method to be used in making corrections and additions to the Chronological Work History (section 8) are not in the HRS/ Manual; so, it is necessary to follow the guidelines detailed as follows:

1. Review each line in the Chronological Work History, referring to any documents you may possess such as old profiles, memoranda, etc., to insure that the effective date, type change, base salary, etc., are correct.
2. To delete (1) duplicate or erroneous transactions, (2) all transactions prior to 01-01-75 except hire line, count the line or lines to be deleted, refer to work sheet, and code the corresponding line(s) "D". This is illustrated on page 4.
3. If you delete a line because it contained erroneous data such as job number, cost center, etc. - merely recopy the line (with correct data, of course) on to the work sheet; again, exercising care to be sure the line number on the work sheet is in the same position as it appears on the profile. The letter code to be used is "C" in the first column.
4. To add a line of history, simply add it to the work sheet in its proper sequence but precede it with the code "A" in the first column.

If you have any questions, please call 6405 and we'll gladly help you.

EXPLANATION OF CODES

<u>TYPE OF CHANGE</u>	<u>MEANING</u>
HRE	Hire
RHR	Rehire
LOA	Leave of Absence
RLV	Return From Leave of Absence
TRM	Terminations
RSG	Resignation
*L	Location Change
*S	Salary Change
*J	Job Change
CC	Category Change
M	Message Entry

* On any given date, one or more of these changes might occur (e.g., both a Location and Salary Change would be LS).

COST CENTER DESIGNATION

For Example: 0076050885

007	Division Code
605	Manager's Code
0885	Cost Center

DIVISION CODES

001	Medical Division	006	Finance and Treasurer
002	Physician Affairs	007	Data Processing
003	Marketing	008	Cor. Staff & Planning
004	Claims	009	Miscellaneous
005	Hospital Relations	010	Medicare B Claims
		011	Human Resources

CHANGE CODES

D Delete the line
C Correction
A Line of work history to be added

Chronological Work History

Name of Employee: Yolanda Quampft Social Security Number: 010-11-0001 Cost Center: 0011

Type of Trans.	Line No.	Effective Date	Type Change	Base Salary/Rate	Freq. Period	Job Code	Job Title	Cost Center	Cost Center Name
	01	04-23-75	RSG	328.08	WK	05580	Senior Systems Analyst	0076050885	Human Resource Systems
	02	03-24-75	LS	328.08	WK	05580	Senior Systems Analyst	0076050885	Human Resource Systems
	03	03-24-75	J	328.08	WK	05580	Senior Systems Analyst	0076050875	Systems Design
	04	06-17-74	SJ	314.62	WK	05160	Senior Systems Analyst	0076050875	Systems Design
	05	06-15-70	HRE	294.62	WK	05161	Systems Analyst	0076050875	Systems Design
	06								
	07								
	08								
	09								
	10	In the example above, let us assume that:							
	1.	The top line is correct,							
	2.	The second line contains an error (the "type of change" should have been LJ instead of LS),							
	3.	The third line is completely erroneous,							
	4.	The fourth line represents a transaction which occurred prior to 01-01-75,							
	5.	The fifth line is correct, but							
	6.	One transaction, which occurred in March, has been omitted.							
		Note next page for illustration of coding method used to affect changes in 1 through 6 above.							

Manager's Signature _____ Date ____/____/____

E X A M P L E

WORK SHEET

E X A M P L E

Chronological Work History

Name of Employee: Yolanda Quampft Social Security Number: 010-11-0001 Cost Center: 0011

Type of Trans.	Line No.	Effective Date	Type Change	Base Salary/Rate	Freq. Period	Job Code	Job Title	Cost Center	Cost Center Name
	01								
C	02	03-24-75	LJ	328.08	WK	05580	Senior Systems Analyst	0076050885	Human Resource Systems
D	03								
D	04								
	05								
A	06	03-05-75	SJ	328.08	WK	05160	Senior Systems Analyst	0076050875	Systems Design
	07								
	08								
	09								
	10								

Manager's Signature *US Grant* Date *07.15.75*

WORK SHEET
Chronological Work History

Name of Employee: _____ Social Security Number: _____ Cost Center: _____

Type of Trans.	Line No.	Effective Date	Type Change	Base Salary/Rate	Freq. Period	Job Code	Job Title	Cost Center	Cost Center Name
	01								
	02								
	03								
	04								
	05								
	06								
	07								
	08								
	09								
	10								

Manager's Signature _____ Date ____/____/____

WORK SHEET

Chronological Work History

Name of Employee: _____ Social Security Number: _____ Cost Center: _____

Type of Trans.	Line No.	Effective Date	Type Change	Base Salary/Rate	Freq. Period	Job Code	Job Title	Cost Center	Cost Center Name
	01								
	02								
	03								
	04								
	05								
	06								
	07								
	08								
	09								
	10								

Manager's Signature _____ Date ____ / ____ / ____

WORK SHEET

Chronological Work History

Name of Employee: _____ Social Security Number: _____ Cost Center: _____

Type of Trans.	Line No.	Effective Date	Type Change	Base Salary/Rate	Freq. Period	Job Code	Job Title	Cost Center	Cost Center Name
	01								
	02								
	03								
	04								
	05								
	06								
	07								
	08								
	09								
	10								

Manager's Signature _____

Date ____ / ____ / ____

WORK SHEET

Chronological Work History

Name of Employee: _____ Social Security Number: _____ Cost Center: _____

Type of Trans.	Line No.	Effective Date	Type Change	Base Salary/Rate	Freq. Period	Job Code	Job Title	Cost Center	Cost Center Name
	01								
	02								
	03								
	04								
	05								
	06								
	07								
	08								
	09								
	10								

Manager's Signature _____ Date ____/____/____

WORK SHEET
Chronological Work History

Name of Employee: _____ Social Security Number: _____ Cost Center: _____

Type of Trans.	Line No.	Effective Date	Type Change	Base Salary/Rate	Freq. Period	Job Code	Job Title	Cost Center	Cost Center Name
	01								
	02								
	03								
	04								
	05								
	06								
	07								
	08								
	09								
	10								

Manager's Signature _____ Date ____ / ____ / ____