

**DOCUMENT ROUTING PROCEDURES OF PPD DOCUMENTS**

<b>TYPE OF DOCUMENT (RECORD)</b>	<b>LOCATION OF DOCUMENT</b>	<b>ACCESS TO FILE</b>	<b>PROCEDURE/RESPONSIBILITY FOR ROUTING DOCUMENT</b>
<b>CHANGE OF ADDRESS FORM</b>	PPD Human Resources UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪Employee to PPD H R Office</li> <li>▪PPD H R to UNM H R Department</li> </ul>
<b>COMMENDATIONS</b>	PPD Human Resources	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪Manager, Supervisor, or Employee to Appropriate Associate Director</li> <li>▪Associate Director to PPD H R Office</li> </ul>
<b>EDUCATION TRANSCRIPTS</b>	PPD Human Resources	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪Employee to PPD H R Office</li> <li>▪Employee to UNM H R Department</li> </ul>
<b>EMPLOYEE PROFILE SALARY UPDATE</b>	PPD Human Resources	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪UNM H R Department to PPD H R Office</li> <li>▪PPD H R to PPD Payroll</li> </ul>
<b>EMPLOYEE SEPARATION FORM</b>	PPD Human Resources UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪PPD H R to Manager/Supervisor, Director Associate Director, H R Manager, PPD Payroll Office</li> <li>▪PPD H R to UNM H R Department</li> </ul>
<b>FMLA ENTITLEMENT LETTER</b>	PPD Human Resources UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪Manager/Supervisor to Employee</li> <li>▪Manager/Supervisor to PPD H R Office</li> <li>▪PPD H R to UNM H R Department</li> </ul>
<b>IN CHARGE ASSIGNMENT MEMO/SIGNATURE AUTHORITY IN ABSENCE</b>	Central File PPD Human Resources	Administrative Support Grp. *Std. Personnel File Access	Correspondence Generator Routes to: <ul style="list-style-type: none"> <li>➤ PPD Central Files</li> <li>➤ PPD H R Office</li> </ul>
<b>JOB DESCRIPTION</b>	PPD Human Resources Office	*Std. Personnel File Access	N/A
<b>OFFER LETTERS</b>	PPD Human Resources	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪UNM H R Dept. to Hiring Official</li> <li>▪Hiring Official to Applicant and to PPD H R Office</li> </ul>
<b>PANS (PERSONNEL ACTION NOTICE)</b>	PPD Human Resources UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪Manager/Supervisor to PPD H R Office</li> <li>▪PPD H R to PPD Payroll</li> <li>▪PPD H R sends Original to UNM H R Department</li> </ul>
<b>PERFORMANCE APPRAISALS</b>	Management Desk File PPD Human Resources UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪Manager/Supervisor to PPD H R Manager</li> <li>▪H R Manager to UNM H R Department</li> <li>▪Copy to PPD H R Office</li> </ul>
<b>PHYSICIAN PROGNOSIS LETTER</b>	PPD Human Resources Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> <li>▪Manager/Supervisor to PPD H R Office</li> <li>▪PPD H R to Confidential Medical File</li> </ul>
<b>PRE-EMPLOYMENT PHYSICAL FORM</b>	PPD Personnel File	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪Manager/Supervisor to PPD Personnel Office</li> </ul>
<b>RESUME/EMPLOYMENT APPLICATION</b>	PPD Human Resources	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪Hiring Official to PPD H R Office</li> <li>▪PPD H R to PPD Employee File</li> </ul>
<b>TOOL CHECKOUT LIST</b>	Management Desk File PPD Human Resources	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪Manager/Supervisor to PPD H R Office</li> </ul>
<b>UNIFORM CHECKOUT FORM</b>	PPD Human Resources	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪Manager/Supervisor to PPD H R Office</li> </ul>
<b>UNIFORM RETURN RECEIPT</b>	PPD Human Resources	*Std. Personnel File Access	<ul style="list-style-type: none"> <li>▪Manager/Supervisor to PPD H R Office</li> </ul>

*\*Standard Personnel File access includes the director, associate director, manager, supervisor, PPD H R staff, PPD Payroll staff, and the employee. (An employee may look at their Personnel File in the presence of his/her manager or supervisor.)*

*†Confidential Medical File access includes the director, associate director, PPD H R staff, and the employee. (An employee may look at their Medical File in the presence of an H R staff member.)*