

DOCUMENT ROUTING PROCEDURES OF PPD DOCUMENTS

TYPE OF DOCUMENT (RECORD)	LOCATION OF DOCUMENT	ACCESS TO FILE	PROCEDURE/RESPONSIBILITY FOR ROUTING DOCUMENT
ABSENCE REPORT FOR EXEMPT AND NON-EXEMPT PERSONNEL: ANNUAL LEAVE ABSENCE (Yellow half sheet)	Annual Leave File	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Employee to Manager/Supervisor ▪ Manager/Supervisor to PPD Payroll Office ▪ PPD Payroll to Annual Leave File
ABSENCE REPORT FOR EXEMPT AND NON-EXEMPT PERSONNEL: SICK LEAVE ABSENCE (Yellow half sheet)	Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> ▪ Employee to Manager/Supervisor ▪ Manager/Supervisor to PPD Payroll Office ▪ PPD Payroll to PPD H R Office ▪ PPD H R to Confidential Medical File
NOTICE OF CLAIM: AUTOMOBILE/EQUIPMENT ACCIDENT REPORT	Central Files Risk Management Department	Admin. Support Group *Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor Sends Original to Risk Management Department and a Copy to Central Files
BUILDING MAINTENANCE (E.g., historical/archival significance)	Central Files	Admin. Support Group	<ul style="list-style-type: none"> ▪ Correspondence Generator to Central Files
CATASTROPHIC LEAVE APPLICATION	Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> ▪ Employee to Manager/Supervisor ▪ Manager/Supervisor to PPD Director ▪ Director to PPD H R Office ▪ PPD H R to Confidential Medical File
CERTIFICATES WITH TRAINING DATABASE INPUT REQUEST FORM	Training File	*Std. Personnel File Access Admin. Support Group Training Specialist	<ul style="list-style-type: none"> ▪ Employee or Manager/Supervisor to Administrative Support Group for Data Entry ▪ Administrative Support Group to Training Specialist ▪ Training Specialist to Training File
CHANGE OF ADDRESS FORM	PPD Human Resources Office UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Employee to PPD H R Office ▪ PPD H R to UNM H R Department
COMMENDATIONS	PPD Human Resources Office	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager, Supervisor, or Employee to Appropriate Associate Director ▪ Associate Director to PPD H R Office
CORRESPONDENCE	Central Files	Admin. Support Group	<ul style="list-style-type: none"> ▪ Correspondence Generator to Central File
COUNSELING DOCUMENTATION (Goal setting, performance standards and expectations)	Management Desk File	Manager/Supervisor Associate Director PPD H R Staff	N/A
DISCIPLINE: ORAL WARNINGS	Management Desk File	Manager/Supervisor Associate Director PPD H R Staff	N/A
DISCIPLINE: WRITTEN	Management Desk File Discipline File UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD H R Office ▪ PPD H R to UNM H R Department ▪ PPD H R to Discipline File
DISCIPLINE: SUSPENSION, TERMINATION	Management Desk File Discipline File UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD H R Office ▪ PPD H R to PPD Director ▪ PPD H R to UNM H R Department ▪ PPD H R to Discipline File
EDUCATION TRANSCRIPTS	PPD Human Resources Office	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Employee to PPD H R Office ▪ Employee to UNM H R Department
EMPLOYEE PROFILE SALARY UPDATE	PPD Human Resources Office	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ UNM H R Department to PPD H R Office ▪ PPD H R to PPD Payroll
EMPLOYEE SEPARATION FORM	PPD Human Resources Office UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ PPD H R to Manager/Supervisor, Director Associate Director, H R Manager, PPD Payroll Office ▪ PPD H R to UNM H R Department
EOHS DOCUMENTATION (Excused Absences)	Confidential Medical File Risk Management Department	†Medical File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD H R Office ▪ PPD H R to Confidential Medical File ▪ PPD H R sends copy to Risk Management Department
FMLA CERTIFICATION FORM	Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> ▪ Employee to Manager/Supervisor ▪ Manager/Supervisor to PPD Director ▪ Director to PPD H R Office
FMLA ENTITLEMENT LETTER	PPD Human Resources Office UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to Employee ▪ Manager/Supervisor to PPD H R Office ▪ PPD H R to UNM H R Department
GRIEVANCES	Grievance File Associate Director Desk File	Director Associate Director Manager/Supervisor PPD H R Staff	<ul style="list-style-type: none"> ▪ Team Involved in Grievance Procedure to PPD H R Manager ▪ PPD H R Manager Routes According to Bargaining Agreement
HIRE PACKET	Hire Packet File	Director Associate Director Manager/Supervisor PPD H R Staff	<ul style="list-style-type: none"> ▪ Hiring Official to PPD H R Office ▪ PPD H R to UNM H R Department

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IN CHARGE ASSIGNMENT MEMO/SIGNATURE AUTHORITY IN ABSENCE	Central File PPD Human Resources Office	Administrative Support Grp. *Std. Personnel File Access	Correspondence Generator Routes to: ➤ PPD Central Files ➤ PPD H R Office
JOB DESCRIPTION	PPD Human Resources Office	*Std. Personnel File Access	N/A
LICENSES/CERTIFICATIONS	Training File	*Std. Personnel File Access Admin. Support Group Training Specialist	<ul style="list-style-type: none"> ▪ Employee or Manager/Supervisor to Admin. Support Group for Data Entry ▪ Admin. Support Grp. to PPD H R Office ▪ Training Specialist to Training File
MEDICAL LEAVE DOCUMENTATION (Doctor's notes)	Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> ▪ Employee to Manager/Supervisor ▪ Manager/Supervisor to PPD H R Office ▪ PPD H R to Confidential Medical File
MONTHLY ABSENCE REPORT FOR EXEMPT PERSONNEL	Annual Leave File	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Director, Associate Director, or Manager/Supervisor to PPD Payroll Office ▪ PPD Payroll to Annual Leave File
OEO CASE INFORMATION	PPD H R Manager OEO File ONLY	Director Associate Director PPD H R Staff	<ul style="list-style-type: none"> ▪ Director, Associate Director to PPD H R Manager ▪ H R Manager to OEO File
OFFER LETTERS	PPD Human Resources Office	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ UNM H R Dept. to Hiring Official ▪ Hiring Official to Applicant and to PPD H R Office
ON-THE-JOB INJURY ACCIDENT REPORTS	Confidential Medical File Risk Management Department	†Medical File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD H R Office ▪ PPD H R to Confidential Medical File ▪ PPD H R to Risk Management Dept.
PANs (PERSONNEL ACTION NOTICE)	PPD Human Resources Office UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD H R Office ▪ PPD H R to PPD Payroll ▪ PPD H R sends Original to UNM H R Department
PERFORMANCE APPRAISALS	Management Desk File PPD Human Resources Office UNM Human Resources Dept.	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD H R Manager ▪ H R Manager to UNM H R Department ▪ Copy to PPD H R Office
PHYSICIAN PROGNOSIS LETTER	PPD Human Resources Office Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD H R Office ▪ PPD H R to Confidential Medical File
PRE-EMPLOYMENT PHYSICAL FORM	Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD H R Office
RESUME/EMPLOYMENT APPLICATION	PPD Human Resources Office	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Hiring Official to PPD H R Office ▪ PPD H R to PPD Employee File
RETROACTIVE PAY STATEMENT	PPD Payroll File	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD Payroll
SEPARATION CHECK OFF LIST	PPD Payroll File	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD Payroll ▪ PPD Payroll to UNM Payroll Department
TOOL CHECKOUT LIST	Management Desk File PPD Human Resources Office	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD H R Office
TIMESHEET (TKC PUNCH DETAIL REPORT) (Signed copy)	Timekeeping File	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD Payroll Office
SIGN IN SHEETS (Training documentation)	Training File	*Std. Personnel File Access Admin. Support Group Training Dev. Specialist	<ul style="list-style-type: none"> ▪ Manager/Supervisor to Admin. Support Group for Data Entry ▪ Admin. Support Grp to PPD Human Resources Office ▪ Training Specialist to Training File
UNIFORM CHECKOUT FORM	PPD Human Resources Office	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD H R Office
UNIFORM RETURN RECEIPT	PPD Human Resources Office	*Std. Personnel File Access	<ul style="list-style-type: none"> ▪ Manager/Supervisor to PPD H R Office

*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.)

TYPES OF FILES

ITEM	TYPE OF FILE (RECORD)	LOCATION OF FILE	ITEM	TYPE OF FILE (RECORD)	LOCATION OF FILE
1	ANNUAL LEAVE FILES	PPD Payroll Office	8	OEO CASE FILES	PPD H R Manager
2	CENTRAL FILES	Administrative Support Grp	9	PAYROLL FILES	PPD Payroll Office
3	CONFIDENTIAL MEDICAL FILES	PPD Human Resources	10	PPD PERSONNEL FILES (ACTIVE)	PPD Human Resources
4	DISCIPLINE FILES	PPD Human Resources	11	PPD PERSONNEL FILES (INACTIVE)	PPD Human Resources
5	GRIEVANCE FILES	PPD H R Manager	12	TIMEKEEPING FILES	PPD Payroll Office
6	HIRE PACKET FILES	PPD Human Resources	13	TRAINING FILES	PPD Human Resources
7	MANAGEMENT DESK FILES	Appropriate Desk File			

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