

## DOCUMENT ROUTING PROCEDURES OF PPD DOCUMENTS

TYPE OF DOCUMENT (RECORD)	LOCATION OF DOCUMENT	ACCESS TO FILE	PROCEDURE/RESPONSIBILITY FOR ROUTING DOCUMENT
TIMESHEET (TKC PUNCH DETAIL REPORT) (Signed copy)	Timekeeping File	*Std. Personnel File Access	▪Manager/Supervisor to PPD Payroll 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.)*

Type of File: **Timekeeping Files**  
 Document Routing Procedures—Revised: 01/27/05