

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **5/23**

Page **1**

CHAPTER Human Resources		CHAPTER 06	SECTION 001	SUBJECT 0050
SECTION Personnel		SUBJECT Personnel: Changes in Employment Status and/or Personal Information		
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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.

CHAPTER Human Resources		CHAPTER 06	SECTION 001	SUBJECT 0050
SECTION Personnel		SUBJECT Personnel: Changes in Employment Status and/or Personal Information		

Human Resource Administrative Assistant/HR Designee

2. Makes all employment status changes in Sage, 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. (Personnel: Resignation/Retirement/Termination Process, Administrative Procedures # 06-001-0115).

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 Personnel Change of Information form (#0830 in Forms Index), 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.

Finance Technician or Human Resource Administrative Assistant/HR Designee

CHAPTER Human Resources		CHAPTER 06	SECTION 001	SUBJECT 0050
SECTION Personnel		SUBJECT Personnel: Changes in Employment Status and/or Personal Information		

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

VI. REFERENCES:

None Available

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.