TAP NO. 8: EMPLOYMENT RECORDS

The Office of Human Resource Management is responsible for maintaining complete employment records for all employees of the University. This includes relevant personal information, wage and salary information, benefits entitlements, and information that is needed to document the employment relationship during the time the employee works for the University.

It is, therefore, essential that all employee information changes be sent to the Office of Human Resource Management to ensure that accurate, up-to-date information is on file at all times.

Employees may access their personnel files by submitting a written request to the Office of Human Resource Management. Federal and state laws governing such access will be followed.