

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.5	Employment Administration	Revised:	October 2001
<b>Policy 4.5.16</b>	<b>Personnel Records</b>	Responsibility:	Vice President for Human Resources

## **PERSONNEL RECORDS**

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### **Policy**

The *Texas Public Information Act* provides that all information in the personnel files of an individual employee is to be made available to that individual employee or his/her designated representative.

The *Act* further defines information considered to be public and information that is considered private. Each employee or former employee of the Health Science Center can choose whether to allow public access to information such as:

1. home address;
2. home telephone number;
3. social security number; and,
4. information that reveals whether a person has family members.

An employee must submit a written and signed request to his or her home department personnel/payroll representative requesting that any or all of the information described above be withheld from public access, if the employee so desires such action.

### **Applicability**

This policy applies to all faculty, administrative and professional (A&P), and classified employees of the Health Science Center.

### **Employee Information**

In order to maintain accurate personnel data and files, employees should promptly report to their home department personnel/payroll representative any personal information (i.e., address and telephone number) changes.

### **Name or Social Security Number Change**

Any name changes or changes to social security numbers must be entered into PeopleSoft by Human Resources. Employees should visit the Office of Human Resources to make changes to their name or social security number and show appropriate legal documentation.

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**Dependent Information**

Employees who have experienced changes in dependents and wish to change beneficiaries on insurance policies or change withholding exemptions for income tax purposes should visit or contact the Benefits Section of Human Resources.

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**Requests for Information from Outside Sources**

Contacts from various outside businesses, organizations, and individuals requesting information pertaining to the projected, current, or previous employment of Health Science Center employees should be referred to Human Resources. As described above, it is important to exercise caution regarding the request for any data.

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