

REPORTING PERSONNEL CHANGES

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-3-206, dated 05/27/11 (Major Revision)
- FORMS:** None
- PURPOSE:** To describe the procedure for reporting personnel changes.

I. PROCEDURE

- A. The Administrative and Fiscal Division (AFD), Professional Standards Division (PSD), Information Technology Division (IT), Human Resource Services (HRS), and Employee Development and Support Division (EDSD) must be advised of personnel changes.
- B. Notification of any of the changes covered by this Manual Item shall be made via the Employee Management System (EMS) at least two (2) weeks prior to the effective date of said change, or whenever possible.
- C. The EMS shall be used to report the following:
1. Hires/Separations
 2. Start/Effective Date
 3. Transfers to another unit
 4. Pay location
 5. Changes in classification (promotion or reduction)
- D. Effective dates for transfers from one unit to another shall occur on the first day of a pay period to comply with the directive from the Auditor-Controller regarding payroll procedures. The actual physical transfer may occur on a different date.
- E. Personnel changes that subsequently do not occur are to be corrected by submitting an amended EMS Change Request.
- F. The designated EMS initiators are responsible for reporting changes that occur within their division or unit(s).
- G. The reporting of transfers between units shall be the responsibility of the division or unit head to whom the employee is transferred. The receiving division or unit head will update rDirectory with the new information. RDirectory is to be updated once Budget approval is provided.

For instructions on how to update on rDirectory, please refer to the [Help Manual](#) and [FAQ](#).

- H. Reports/Changes in rDirectory

1. The receiving division or unit head is responsible for:
 - a. Business Phone
 - b. Cell Phone
 - c. Location
 - d. Room No
 - e. Pay Location
 - f. CAPS+Unit
 - g. Personnel Action
 - h. Effective Date
 - i. Title
 - j. Long Title
 - k. Supervisor
 - l. Division
 - m. Division Unit
 - n. Officer Number

 2. HRS is responsible for:
 - a. Name Change
 - (1) HRS will notify IT of name changes
 - (2) HRS will update Personnel Action and Effective Date of name change in rDirectory after IT makes the name change
 - b. Employee Number
 - c. Employee ID

 3. PSD is responsible for:
 - a. Badge ID
- I. All notifications are sent via EMS to Budget, HRS, then IT, PSD, and EDSD. HRS is responsible for updating all affected personnel records.
- J. Weekly reports are generated based on rDirectory input and can be reviewed by authorized personnel. To review EMS Reports (ePAW), refer to the Reports tab on EMS. For instructions, please refer to [ePAW Steps](#).

REFERENCES:

None

D.Martinez

APPROVED BY: