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# Employee Information Procedure (HR-P011)

SAINT LOUIS PUBLIC SCHOOLS

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## 1.0 SCOPE:

- 1.1 This procedure discusses the employee information process that is used for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 2.0 RESPONSIBILITY:

- 2.1

## 3.0 APPROVAL AUTHORITY:

- 3.1 Human Resource Chief Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4.0 DEFINITIONS:

- 4.1 SAP – Information system used at SLPS  
4.2 HR – Human Resources at SLPS  
4.3 SLPS – Saint Louis Public Schools

## 5.0 PROCEDURE:

- 5.1 Site employee calls HR for assistance (i.e., pay, leave, benefits, etc.)  
5.2 HR requests the employee name and an identifying number (i.e., social security, employee ID, etc.)  
5.3 HR looks up the employee in SAP.  
5.4 HR will find out the specifics of assistance needed and resolve or forward to appropriate group for resolution.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employee personnel # or name	Electronic Files	99 years	Discard as desired	Pass word protected

## 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

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**\*\*\* End of procedure \*\*\***