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MONTHLY PERSONNEL ACTIVITY REPORTING TO THE MILFORD  
BOARD OF EDUCATION  
WORK INSTRUCTION (PER-W010)  
Milford Public School District

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**1.0 SCOPE:**

- 1.1 This work instruction describes the steps by which the monthly list of Human Resources Activity Reporting for hires, terminations, resignations, stipends and administrative appointments is prepared.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Superintendent of Schools
- 2.2 Deputy Superintendent of Operations
- 2.3 Director of Human Resources

*Authorized Signature on File*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resources

**4.0 DEFINITIONS:**

- 4.1 FT – Full Time
- 4.2 PT – Part Time
- 4.3 HRIS – Human Resources Information System
- 4.4 PAN – Personnel Action Notification

**5.0 PROCEDURE:**

- 5.1 During the week prior to the regular monthly meeting of the Milford Board of Education, the Human Resources Department prints the Pan Activity data table from the HRIS database for the period of time since the last board meeting.
- 5.2 The Human Resources staff verifies that all PAN activity for FT and PT regular status new hires, terminations, resignations, retirements, stipends and administrative appointments have been entered into the vacancy screen of the HRIS database.
- 5.3 The Human Resources staff prints the reports for terminations, stipends, and hires and submits it to the Superintendent's Office for inclusion in the Board of Education meeting materials.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 HRIS Termination, Hires and Stipend Reports
- 6.2 HRIS database

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**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
6.1 HRIS Reports	Human Resources Department	99 years	Shred	Locked Office
6.2 HRIS Database	Electronic	n/a	n/a	Electronic

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
09/12/2003	A	Initial Release
10/04/2004	B	Added/deleted/changed wording in 2.0, 3.0, 4.0, 6.0 and 7.0
02/03/2005	C	Change title back to Director of Human Resources
10/05/2006	D	Change title of procedure; add/change/delete language in 1.1 and 5.2; correct Approval Authority back to Director of Human Resources; add new definition to 4.0

\* \* \* E n d o f p r o c e d u r e \* \* \*