

Location of Originals and Copies of Human Resources Documents

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CATEGORY	DOCUMENT TYPE	HR PERSONNEL FILE	CENTRAL HR UNITS	UNIVERSITY DEPARTMENTS	SUPERVISORS	EMPLOYEE
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ACADEMIC

INSTITUTIONAL RESEARCH CERTIFICATION OF CREDENTIALS AND QUALIFICATIONS FOR A FACULTY APPOINTMENT				ORIGINAL Deans Office COPY Institutional Research and Provost		
OFFER LETTER/ACCEPTANCE LETTER				ORIGINAL Deans Office		
OFFICIAL TRANSCRIPT				ORIGINAL Deans Office		
RESUME, COVER LETTER, VITAE				ORIGINAL Deans Office		
TENURE AGREEMENT FORM				ORIGINAL Deans Office		
UNCLASSIFIED EMPLOYMENT APPLICATIONS (HIRED)				ORIGINAL		

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	UNCLASSIFIED EMPLOYMENT APPLICATONS (NOT HIRED)			ORIGINAL		

CLASS & COMPENSATION

AWARDS AND BONUSES	COPY	ORIGINAL	COPY		
ORGANIZATIONAL CHART		ORIGINAL	COPY		
PERFORMANCE INCREASE	COPY	ORIGINAL	COPY		
POSITION DESCRIPTIONS (PDs)		ORIGINAL	COPY	COPY	COPY
REQUEST FOR BASE SALARY CHANGE FOR FILLED POSITIONS ONLY (Former form name REQUEST FOR SALARY APPROVAL)	COPY	ORIGINAL	COPY		

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CATEGORY	DOCUMENT TYPE	HR PERSONNEL FILE	CENTRAL HR UNITS	UNIVERSITY DEPARTMENTS	SUPERVISORS	EMPLOYEE
	REQUEST TO RECRUIT POSITON APPROVAL FORM / REQUEST TO FILL POSITION APPROVAL FORM (Former form name REQUEST TO RECRUIT OR FILL POSITION)	COPY	ORIGINAL	COPY		

DATABASE AND RECORDS

ADDRESS CHANGE			ORIGINAL			
CERTIFICATES AND AWARDS		COPY				ORIGINAL
CONDITIONAL EMPLOYMENT AGREEMENT (TEMPORARY EMPLOYEMENT) - NO LONGER GENERATED, OLD FORMS MAY BE LOCATED IN THE PERSONNEL FILE		ORIGINAL				
DUAL EMPLOYMENT REQUEST FORM		ORIGINAL	ORIGINAL will transfer to personnel file	COPY		
EMPLOYMENT VERIFICATIONS (CURRENT AND PRIOR EMPLOYEES FOR LOANS, EMPLOYMENT, ETC, OTHERS)			ORIGINAL			

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	HIRE APPOINTMENTS (CUBS' PERSONNEL JOB AUDIT PRINTOUTS)	ORIGINAL				
	I - 9 FORMS AND SUPPORTING DOCUMENTATION		ORIGINAL filed in the records room at HR, separate from personnel file	Copy		
	INTERNATIONAL HIRE FORM	COPY		COPY		
	JOB EVALUATION FORM (JEF)		ORIGINAL	COPY		
	LETTER OF RESIGNATION	ORIGINAL		COPY	COPY	COPY
	NAME CHANGE		ORIGINAL			
	NEW EMPLOYEE ORIENTATION ACKNOWLEDGEMENT (NO LONGER GENERATED, OLD FORMS MAY BE LOCATED IN THE PERSONNEL FILE)	ORIGINAL				

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	PERSONNEL ACTION	ORIGINAL				
	PERSONNEL ACTIONS (402 FORMS) - OLD FORMS NO LONGER USED, SOME MAY BE LOCATED IN THE PERSONNEL FILE	ORIGINAL				
	PERSONNEL JOB AUDIT REPORTS BY INDIVIDUAL - No longer generated, prior printouts maintained in the personnel file.	ORIGINAL				
	RECORD CORRECTIONS FOR EMPLOYEES		ORIGINAL			
	TEMPORARY GRANT FILE		ORIGINAL	COPY		
	TERMINATION/RETIREMENT (CUBS' PERSONNEL JOB AUDIT PRINTOUTS)	ORIGINAL				
	TIME LIMITED PROJECT FILE		ORIGINAL			

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EMPLOYEE RELATIONS

DISCIPLINARY LETTER/ACTIONS AND WARNINGS FOR SUBSTANDARD PERFORMANCE	ORIGINAL				COPY	COPY
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM FORM (EPMS)	ORIGINAL			COPY	COPY	COPY
GRIEVANCE FILES			ORIGINAL			
INCIDENT REPORTS (INDIVIDUAL NOTES OF REPORTED INCIDENTS)			ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL

IDENTIFICATION

BIRTH CERTIFICATIONS	COPY					
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CATEGORY	DOCUMENT TYPE	HR PERSONNEL FILE	CENTRAL HR UNITS	UNIVERSITY DEPARTMENTS	SUPERVISORS	EMPLOYEE
	DRIVER'S LICENSES	COPY				
	I - 94 CARD	COPY				
	PASSPORT	COPY				
	PERMANENT RESIDENT CARD	COPY				
	SOCIAL SECURITY CARD	COPY				
	VISA	COPY				

INSURANCE

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CATEGORY	DOCUMENT TYPE	HR PERSONNEL FILE	CENTRAL HR UNITS	UNIVERSITY DEPARTMENTS	SUPERVISORS	EMPLOYEE
	ACCIDENT DISMEMBERMENT AND LOSS SIGHT FORM	COPY				COPY
	ACKNOWLEDGEMENT OF INSURANCE AVAILABILITY	COPY				COPY
	AFLAC INSURANCE APPLICATION	COPY				COPY
	BASIC AND DEPENDENT LIFE NOTICE OF CONTINUATION	COPY				COPY
	BENEFITS STATEMENTS (CUBS)	ORIGINAL				
	CERTIFICATION REGARDING TOBACCO USE	COPY				
	COBRA NOTICE OF ELECTION	COPY				COPY

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CATEGORY	DOCUMENT TYPE	HR PERSONNEL FILE	CENTRAL HR UNITS	UNIVERSITY DEPARTMENTS	SUPERVISORS	EMPLOYEE
	COBRA NOTICES	COPY				COPY
	DEPENDENT SOCIAL SECURITY CARD	COPY				
	DISABILITY APPROVALS/DENIALS	COPY				
	DISABILITY PAYMENTS REPORTS	COPY				
	DOMESTIC RETURN RECEIPTS	ORIGINAL				
	EMPLOYMENT VERIFICATION RECORD	COPY				COPY
	FRINGE BENEFITS MANAGEMENT COMPANY (FBMC) TERMINATION NOTICE	COPY				

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CATEGORY	DOCUMENT TYPE	HR PERSONNEL FILE	CENTRAL HR UNITS	UNIVERSITY DEPARTMENTS	SUPERVISORS	EMPLOYEE
	INCAPACITATED CHILD CERTIFICATION FORM	COPY				COPY
	INSURANCE CORRESPONDENCE TO EMPLOYEE	COPY				ORIGINAL
	INSURANCE EMAILS/DOCUMENTATION	COPY				ORIGINAL
	INSURANCE MEMOS AND CORRESPONDENCE FROM OTHER DEPARTMENTS	COPY				
	INSURANCE REFUNDS REQUEST FORM	COPY				
	LIFE INSURANCE PAYMENT REPORTS	COPY				
	LIFE INSURANCE PORTABILITY AND CONVERSION RULES	COPY				COPY

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CATEGORY	DOCUMENT TYPE	HR PERSONNEL FILE	CENTRAL HR UNITS	UNIVERSITY DEPARTMENTS	SUPERVISORS	EMPLOYEE
	LIVING BENEFIT OPTION FORM	COPY				COPY
	LONG TERM DISABILITY APPLICATIONS AND SUPPORTING DOCUMENTATION	COPY				COPY
	NEW EMPLOYEE ORIENTATION (NEO) CHECKLIST FOR BENEFITS	ORIGINAL				
	NOTICE OF ELECTION (NOE) AND SUPPORTING DOCUMENTATION	COPY				COPY
	OPTIONAL LIFE PORTABILITY FORM	COPY				COPY
	PERSONAL HEALTH APPLICATION FOR LIFE INSURANCE	COPY				COPY
	RATE SHEETS	COPY				COPY

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CATEGORY	DOCUMENT TYPE	HR PERSONNEL FILE	CENTRAL HR UNITS	UNIVERSITY DEPARTMENTS	SUPERVISORS	EMPLOYEE
	RETIREE BENEFITS CHECKLIST FOR INSURANCE	COPY				COPY
	RETIREE INSURANCE ELIGIBILITY RULES	COPY				COPY
	RETIREE INSURANCE IMPORTANT POINTS	COPY				COPY
	RETIREE NOTICE OF ELECTION (NOE)	COPY				COPY
	RETIREMENT INSURANCE OPTIONS SUMMARY	COPY				ORIGINAL
	SOUTH CAROLINA RETIREMENT SYSTEM (SCRS) SERVICE MATRIX	COPY				
	SOUTH CAROLINA RETIREMENT SYSTEM (SCRS) TIME PURCHASE VERIFICATION	COPY				COPY

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CATEGORY	DOCUMENT TYPE	HR PERSONNEL FILE	CENTRAL HR UNITS	UNIVERSITY DEPARTMENTS	SUPERVISORS	EMPLOYEE
	STATE OPTIONAL LIFE AND SUPPLEMENTAL LONG TERM DISABILITY (SLTD) WAIVER FORM	COPY				
	STUDENT CERTIFICATION FORM	COPY				COPY
	SUMMARY OF CHANGE AND SUPPORT DOCUMENTATION	COPY				COPY
	SUPPLEMENTAL LONG TERM DISABILITY (SLTD) - MEDICAL QUESTIONNAIRE FOR LATE ENTRANTS	COPY				COPY
	SUPPLEMENTAL LONG TERM DISABILITY INSURANCE (SLTD) ENROLLMENT FORM	COPY				COPY
	TERMINATION NOTICE OF ELECTION	COPY				COPY

LEAVE

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CATEGORY	DOCUMENT TYPE	HR PERSONNEL FILE	CENTRAL HR UNITS	UNIVERSITY DEPARTMENTS	SUPERVISORS	EMPLOYEE
	ANNUAL LEAVE REPORTS			ORIGINAL	COPY	COPY
	FAMILY MEDICAL LEAVE ACT (FMLA) DOCUMENTATION	ORIGINAL		COPY	COPY	COPY
	LEAVE POOL DOCUMENTATION	COPY AT COMPLETION, TO BE REPLACED BY THE CENTRAL HR ORIGINAL AT THE END OF THE CALENDAR YEAR	ORIGINAL AT COMPLETION, TO REPLACE PERSONNEL FILE COPY AT THE END OF THE CALENDAR YEAR	COPY		COPY
	LEAVE REQUEST USED FOR HOUSING, & FACILITIES EMPLOYEES			COPY		
	REQUEST FOR EXTENDED LEAVE WITHOUT PAY (LWOP) DOCUMENTATION	ORIGINAL		COPY		
	REQUESTS FOR SABBATICAL LEAVE AND SUPPORTING DOCUMENTATION	COPY				
	TIMESHEETS			ORIGINAL		

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PAYROLL

CLOSED ACCOUNT (CHECKING ACCOUNT)		ORIGINAL				
DEDUCTION - EMPLOYEE ASSOCIATION		ORIGINAL				
DEDUCTION - GOOD HEALTH APPEAL		ORIGINAL				
DEDUCTION - IPTAY		ORIGINAL				
DEDUCTION - LOYALTY FUND		ORIGINAL				
DEDUCTION - TIGER STRIPE		ORIGINAL				

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	DEDUCTION - UNITED WAY		ORIGINAL			
	DEDUCTION -PARKING REGISTRATION		ORIGINAL			
	DEDUCTION-CREDIT UNION		ORIGINAL			
	DIRECT DEPOSIT		ORIGINAL			
	EXPRESS CHECK FORM		ORIGINAL			
	GARNISHMENTS		ORIGINAL			
	INSURANCE RECEIPTS		ORIGINAL			

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	SPECIAL PAY	ORIGINAL		COPY		
	STOP PAYMENT/LOST CHECK		ORIGINAL			
	W-2		ORIGINAL			
	W-2 REQUEST		ORIGINAL			
	W-4		ORIGINAL			
	W-5 (USED FOR EMPLOYEES WHO WISH TO CLAIM EARNED INCOME CREDIT ADVANCE PAYMENT CERTIFICATE)		ORIGINAL			

RECRUITMENT

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CATEGORY	DOCUMENT TYPE	HR PERSONNEL FILE	CENTRAL HR UNITS	UNIVERSITY DEPARTMENTS	SUPERVISORS	EMPLOYEE
	BACKGROUND CONSENT FORM		ORIGINAL			
	CLASSIFIED EMPLOYMENT APPLICATIONS AND SUPPORTING DOCUMENTATION (HIRED)	ORIGINAL		COPY		COPY
	DMV REQUEST FORM		ORIGINAL			
	EXCEPTIONAL HOURLY RATE FOR STUDENTS (STUDENTS INCREASES)	COPY	ONLINE			
	JOB POSITINGS		ONLINE & COPY			
	OFFER LETTER/ACCEPTANCE LETTER	ORIGINAL / SOME OLD FILES MAY HAVE A COPY, OR MAY NOT HAVE THE OFFER LETTER		COPY	COPY	COPY
	REQUEST TO RECRUIT OR FILL A POSITION FORM (OLD FORM AS OF 2009)	COPY	ORIGINAL	COPY		

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	STUDENT INCREASES	ORIGINAL and ONLINE		COPY		
	UNCLASSIFIED EMPLOYMENT APPLICATIONS (HIRED)			ORIGINAL		
	UNCLASSIFIED EMPLOYMENT APPLICATIONS (NOT HIRED)			ORIGINAL		
	UNCLASSIFIED NON ACADEMIC APPLICATIONS AND SUPPORTING DOCUMENTATION (HIRED)	ORIGINAL		COPY		COPY

RETIREMENT

	ACTIVE MEMBER BENEFICIARY FORM	COPY		COPY		
	AUTHORIZATION OF RELEASE OF INFORMATION	COPY				

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CATEGORY	DOCUMENT TYPE	HR PERSONNEL FILE	CENTRAL HR UNITS	UNIVERSITY DEPARTMENTS	SUPERVISORS	EMPLOYEE
	CERTIFICATION OF TRUST	COPY				
	CLEMSON UNIVERSITY RETIREMENT-TERI PROGRAM	ORIGINAL				
	COPIES OF BIRTH CERTIFICATES FOR EMPLOYEE AND BENEFICIARY	COPY				
	DOCUMENTS CERTIFYING MILITARY SERVICE (DD-214, ETC)	COPY				
	DOCUMENTS PERTAINING TO SERVICE DATE ADJUSTMENTS	COPY				
	ELECTION OF NON MEMBERSHIP	COPY		COPY		
	EMPLOYER CERTIFICATION OF LAST DAY PAID	COPY				

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	EMPLOYER DESCRIPTION OF DISABILITY APPLICANT'S JOB	COPY				
	EMPLOYER DISABILITY EMPLOYMENT STATUS REPORT	COPY				
	ENROLLMENT FORMS	COPY		COPY		COPY
	MEMBERS DISABILITY REPORT	COPY				
	MONTHLY SERVICE CREDIT MATRIX	COPY				
	NOTIFICATION OF EMPLOYED RETIREE	COPY				
	PENSION WITHHOLDING CERTIFICATION/AUTOMATIC DEPOSIT AUTHORTIZATON	COPY				

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	POLICE OFFICERS' RETIREMENT SYSTEM (PORS) APPLICATION FOR DISABILITY RETIREMENT	COPY				
	POLICE OFFICERS' RETIREMENT SYSTEM (PORS) APPLICATION FOR SERVICE RETIREMENT	COPY				
	REFUND REQUEST	COPY				
	REQUEST FOR PUBLIC/EDUCATION SERVICE VERIFICATION	COPY				
	REQUEST FOR SERVICE PURCHASE COST	COPY				
	REQUEST FOR STATE OPTIONAL RETIREMENT PROGRAM (ORP) SERVICE VERIFICATION	COPY				
	RETIREMENT NOTICE/ENDING TEACHER AND EMPLOYEE RETENTION (TERI) NOTICE	COPY				

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	SERVICE PURCHASE ESTIMATES	COPY				
	SOUTH CAROLINA RETIREMENT SYSTEM (SCRS) DISABILITY APPLICATION	COPY				
	SOUTH CAROLINA RETIREMENT SYSTEM (SCRS) SERVICE RETIREMENT APPLICATION	COPY				
	STATE OPTIONAL RETIREMENT PROGRAM (ORP) ACTIVE GROUP LIKE BENEFICIARY DESIGNATION	COPY				
	STATE OPTIONAL RETIREMENT PROGRAM (ORP) NOTICE OF TERMINATION OR CHANGE	COPY				
	STATE OPTIONAL RETIREMENT PROGRAM (ORP) VENDOR ENROLLMENT FORM	COPY				
	SUPPLEMENTAL RETIREMENT DOCUMENTS (401k, 403b, 457 PLANS)		ORIGINAL SEPARATE FROM PERSONNEL FILE DUE TO DIFFERENT RETENTION			COPY