

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: FSS006-130829

Title: Facilities Management Employee Roster

The following departmental procedure shall be utilized by the designated Facility Support Services Timekeeper in order to adhere to a standard of providing accurate and timely timekeeping employee data for Facilities Management managers and administrators:

- The Timekeeper is responsible to maintain an electronic roster for all Facilities Management Employees. This roster shall be stored on the Facilities Management server at the following location: \\vpaa-trinity\vpaa\PO\Dept\Administration\HumanResources\Employee Roster.
- The Employee Roster shall include the following fields: Name of Employee; Assigned Unit; Current Classification; Current Title; Current Status; Date of Hire; Email Address; Home Phone; Cell Phone; Office Phone; and Electronic Notifications Preferred.
- The Timekeeper shall update the Employee Roster upon notification an employee has been activated or deactivated or that employee information has changed.
- The Timekeeper will save the new version of the FM Employee Roster in the same naming convention established for previous versions of the document:
 - **Employee Roster (yymmdd)**
- The Timekeeper shall inform the Facilities Management managers and administrators via email a change in the Employee Roster has occurred and provide the electronic location of the revised document.

REFERENCES

- N/A