301: Human Resource Papers / Documents

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Section: Human Resources
Subject: Human Resource Papers / Documents
Approved by: Tony Massey
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Policy Owner: Director of Human Resources

Policy

Personnel papers are very important to the operation of our Company. The timely receipt of complete and accurate documents is integral to accurate and timely payrolls, Team Member benefits, Team Member staffing control, and enables our Company to comply with all regulations and laws. No Team Member will be placed on our payroll until all personnel documents are complete, accurate and have all the appropriate signatures for approval.

The following is an outline of the proper procedures for processing new hire paperwork and any changes to team member’s status:

All New Hires and Terminations MUST be emailed or called into Human Resources THE DAY they occur.

Job Applications - each page of the application must be complete. Every block and line is to be completed or marked “N/A” (not applicable).

- All employment history must be in chronological order and begin after graduation from high school to present.
- Any gaps in employment history must be explained i.e. unemployed for any reason etc.

New Hire Paperwork must be completed the **day** of employment and **mailed to Human Resources within 24 hours.**

- New Hire Paperwork includes:
- Job Description
- Compensation Plan
- PC/ID Application (Florida only)
- Badge Photo
- Be color picture
- Show a good shot of head and shoulders
- Show uniformed Team Member in Massey Uniform
- Show non-uniformed Team Member in appropriate business attire
- Photo taken against solid wall with light colored, flat background

Must be complete and accurate including all appropriate signatures.

Employee Status Forms must be completed for any changes in status of a Team Member and **emailed to Human Resources within 24 hours** of the change. This includes the following:

- Changes in position or compensation
- Changes of address, phone number, etc.
- Changes in name and/or marital status

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