

# Personnel File Document Flow

Planning your unique document flow is helpful when considering how personnel file documents will be received, scanned and monitored for quality. We have included some examples of personnel file document flow processes in the slides that follow.

Please plan to develop a personnel file document flow diagram to document the process within your division. When mapping out this process, it is important to consider existing processes/structures and how they will be incorporated into the new processes for handling personnel file documentation. Most aspects of the document flow and quality monitoring should be designed to meet the needs of your division/school/college.

Your personnel file document flow diagram can also very useful as a resource and when training staff involved in personnel file imaging, and should be updated when changes to your process occur.

Note: You can download the flow charts in an editable format at: [go.wisc.edu/121964](https://go.wisc.edu/121964)

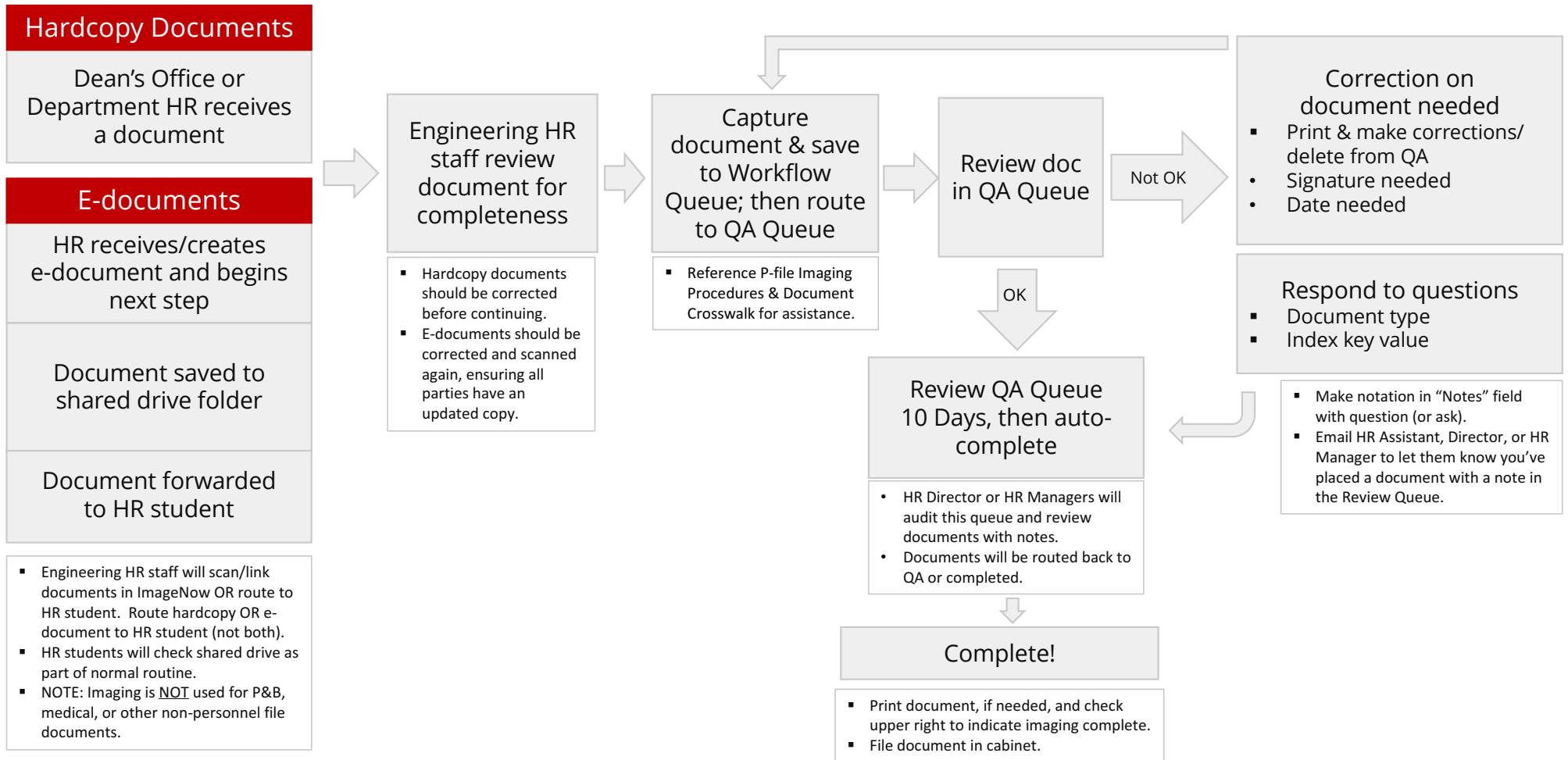
# College of Engineering

## Overview - Engineering HR Personnel File Document Flow

**About Engineering HR:** Engineering is a decentralized HR department serving the division administration as well as the 9 academic departments. There are additional staff located in the departments that provide HR services to their departments directly. Engineering HR oversees entry into the personnel file for all documents from the departments. Departments are able to scan PDF documents into their department faculty and staff personnel files. Engineering Divisional HR oversees entry in the personnel file for all faculty and staff.

**How Engineering HR receives documents:** The documents received are in either electronic format (e.g. PDF, Word, etc.) or hardcopy. Engineering HR continues to receive both electronic and hardcopy documents with an increasing number of electronic documents received from our units and departments.

# College of Engineering



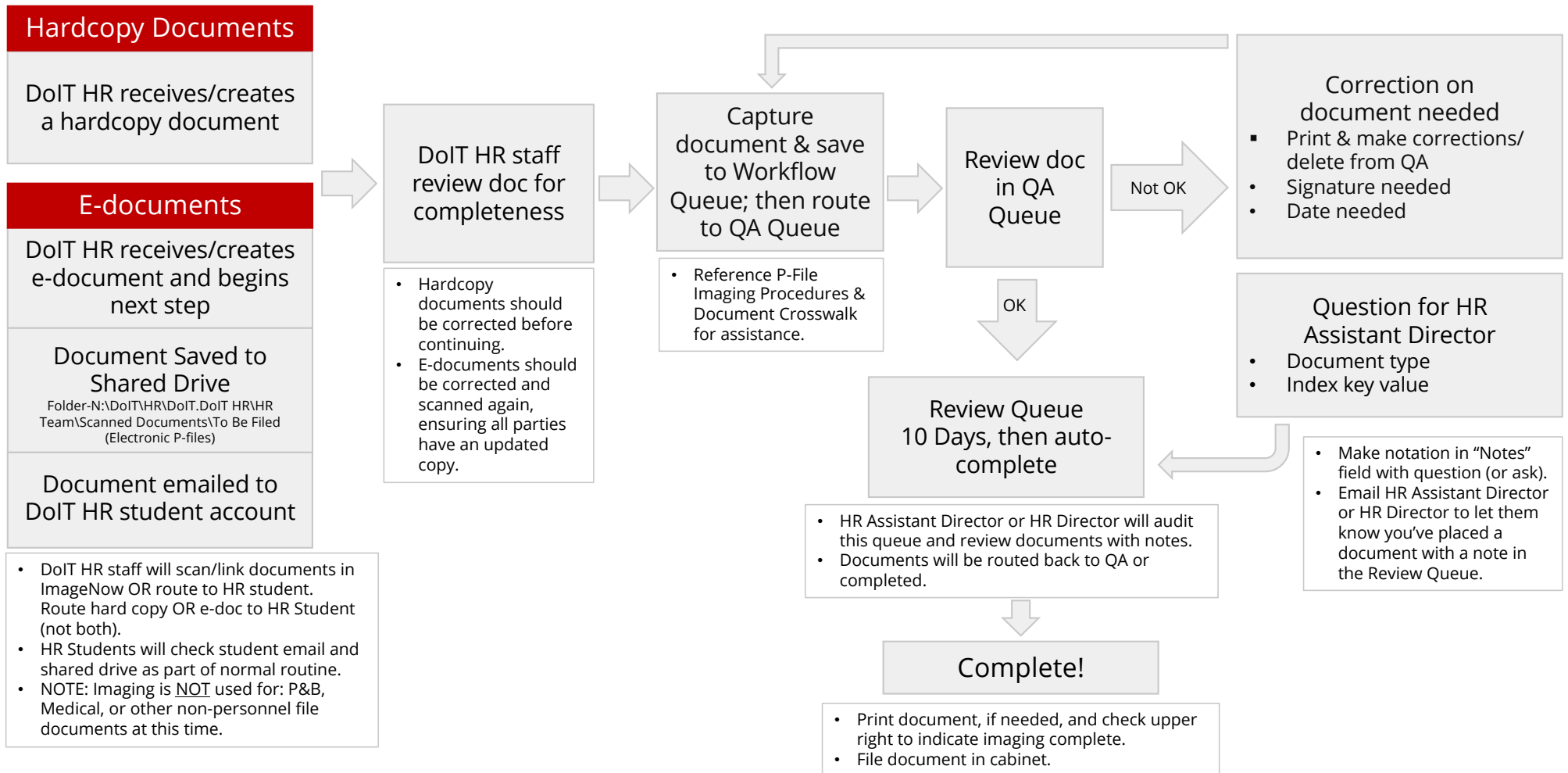
# Division of Information Technology

## Overview - DoIT HR Personnel File Document Flow

**About DoIT HR:** DoIT Human Resources is a centralized HR department serving the division and does not have additional HR staff located within departments.

**How DoIT HR receives documents:** DoIT HR receives hard copy and electronic documents from division employees, managers, etc. The division is decreasing the amount of hardcopy documents generated and will be increasing the number of files received electronically as PDFs and from other electronic systems (e.g. Performance Management).

# Division of Information Technology



# Office of the Vice Chancellor for Research and Graduate Education

## Overview – OVCRGE HR Personnel File Document Flow

**About OVCRGE HR:** OVCRGE is a decentralized HR department serving the division administration as well as the 17 research centers (departments) that are included in OVCRGE. There are additional staff located in the research centers (departments) that serve provide HR services to their research centers (departments) directly. OVCRGE HR receives and ensures entry into the personnel file for all documents from the research centers (departments). OVCRGE HR creates and ensures entry in the personnel file for all OVCRGE administration and Graduate School staff.

**How OVCRGE HR receives documents:** The documents are received in either electronic format (e.g. PDF, Word, etc.) or hardcopy. OVCRGE HR continues to receive both electronic and hardcopy documents with an increasing number of electronic documents received from the research centers (departments).

# Office of the Vice Chancellor for Research and Graduate Education

## Hardcopy Documents

OVCERGE HR receives/creates a hardcopy document and puts document in the "to be scanned" bin

## E-documents

OVCERGE receives/creates e-document and saves document in the Shared Drive folder –

S:\HR\Scanned P-File Docs to be Filed

OVCERGE HR staff review document for completeness

- Hardcopy documents should be corrected before continuing.
- E-documents should be corrected and scanned again, ensuring all parties have an updated copy.

Scan/Link document using P-file imaging procedure

QA Queue

Not OK

OK

Review Queue  
10 days, then auto-complete

- HR Managers\* will audit this queue and review documents with notes
  - Documents will be routed back to QA Queue or completed
- \*At this time the QA Queue will be monitored by Trisha Bauer. Eventually, this will be monitored by all HR managers*

Correction on document needed

- Print & make corrections/delete from QA
- Signature needed
- Date needed

Question for HR Manager

- Document type
- Index key value

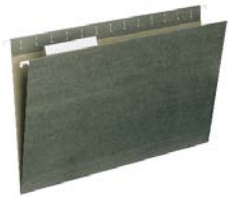
- Make notation in "Notes" field with question (or ask)
- Email HR manager to let them know you've placed a document with a note in the Review Queue

Complete!

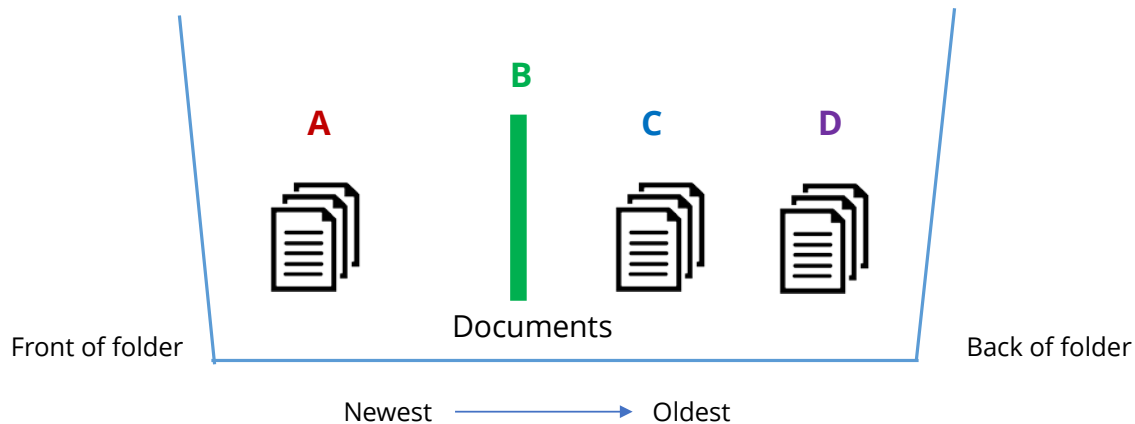
- Print document, if needed, and check upper right corner to indicate imaging complete.
- File document in paper personnel file and/or payroll binder. If unable to file right away, put document in to-be-filed bin. To be determined when no longer maintaining duplicate paper personnel file.
- Delete e-document from shared directory once scan is complete.

- OVCERGE-HR staff have the ability to scan/link documents in ImageNow. They can scan/link OR route to HR students. If route to HR students, then hard copy OR e-doc but not both.
- HR Students will check shared drive and "to be scanned" bin as part of normal routine. HR students can not retrieve documents once they have been sent to the Review Queue.
- NOTE: Imaging is NOT used for: Pay & Ben, Medical, or other non-personnel file documents at this time.

Office of the Vice Chancellor for Research and Graduate Education  
**P-File organization while scanning**



Hanging Folder –  
what's inside?



**A** = Scanned documents – keep documents that are already scanned in ImageNow in the front of the folder

**B** = Place a colored sheet / sticky note behind documents that have already been scanned to separate them from unscanned documents

**C** = Unscanned documents – to be processed in ImageNow

**D** = Insert containing documents that should not be scanned (i.e. insurance forms, TSA documents, w4, etc.) – stays behind all required P-File documents.

Notes:

- Keep all documents in time/date order – documents will be oldest in the back and newest in the front
- Once documents have been scanned a (✓) checkmark will be added to document in upper right corner



# School of Medicine and Public Health

## Overview – SMPH HR Personnel File Document Flow

# School of Medicine and Public Health

