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### 3.6 Maintaining Current Employee Information

Saint Mary's College of California

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## 3.6 Maintaining Current Employee Information

### 3.6.1 Personal Data

Human Resources is responsible for the maintenance and accuracy of the College database for all employees (excluding students). When changes occur to an employee's personal data, the employee must make sure HR receives a *written* authorization of the change. Change forms are available on the Human Resources website, in the boxes outside the HR office, or at the HR window in Filippi Hall.

Examples of personal data changes include:

- Name change – Employees changing their names must show Human Resources their new social security card with their new name. Human Resources will make a copy of the original.
- Emergency contacts

### Section 3 – Working at Saint Mary's College

- Marital status
- Address – it is important that the College has each employee's current street address (not PO Box). Address changes should also be made with the College's benefits administrator and insurance carriers.
- Home or message telephone number
- New Dependents
- Change of Beneficiary – Forms are available in Human Resources to register changes in beneficiaries for the retirement and life insurance programs.
- Changes in beneficiaries can be made at any time.

#### **3.6.2 Retention of Files**

The College retains all employment records during employment, and thereafter, for a minimum period of five (5) years, after which the records may be destroyed. Files involved in threatened or pending litigation or governmental action will be retained as required by applicable procedures and regulations until the matter involving those files is concluded.