

Staff Personnel Manual (SPP)

Effective: 11/1/2011



SPP Manual Revision Notice__

Policy	Summary of Change
SPP 405-01 Request for a Manual Warrant/Paycheck	Revision of Policy Revised to redirect to the <i>Financial Services Policies and Procedures Manual (FIN)</i> at FIN 603 , "Request for Off-Cycle Payroll Check"
SPP 601 Release Time for Professional Development	Revision of Policy Revised to clarify that release time is prorated based on employee's FTE
SPP 1101 Personnel Records	Revision of Policy Revised to state "Upon termination or transfer to another department, job related documents should be sent to OHR, and confidential leave, disability, and medical records, if within three years of leave, should be sent to OHR Benefits for retention purposes"

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