

2.2 Business Operations Division Required Employee Forms Procedure

Purpose

To ensure Business Operations Division employees are provided with and properly execute all required employee forms and to ensure these forms are appropriately filed.

Required Employee Forms

The Office of Management and Finance, the Bureau of Human Resources, and other City Bureaus, may require that all employees receive information and/or acknowledge information through a form.

To ensure all required forms have been submitted, a [Personnel File Checklist](#) is included in each employee file. It is the responsibility of Administrative Supervisor to maintain the Personnel File Checklist and to ensure that an updated checklist is included in each personnel file.

It is the responsibility of the Senior Administrative Specialist to collect, review, and file all required employee forms within the timeframe established by Business Operations Division management.

It is the responsibility of the Administrative Supervisor to identify any issues or deficiencies to Division management.

Reference: [OMF Personnel Folder Checklist](#)

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