



California Health Sciences University

CHSU PERSONNEL RECORDS, PAYROLL RECORDS, AND BACKGROUND CHECKS

I. PERSONNEL RECORDS

- A. It is important that your personnel records contain accurate and up-to-date information. Any changes of name, address, telephone number, or number of dependents should be reported to the Office of Human Resources promptly. We also request that you supply us with the name, address, and telephone number of the person you wish to have contacted in the event of an emergency. CHSU will not take adverse action against an employee who updates his/her personal information based on a lawful change of name, social security number, or federal employment authorization document.
- B. CHSU will not display, disseminate or require you to use your social security number for any purposes, unless strict security devices are in place or required by law.
- C. CHSU shall immediately disclose to affected employees, any breach of the security of our computerized systems that includes personal information. Personal information is a first name or first initial and last name in combination with the individual's social security, driver's license or California Identification Card number. A breach of security includes unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of personal information. Good faith acquisition of personal information by an employee or agent of CHSU in the course of performing work-related duties is not considered a breach, provided the personal information is not used or subject to further unauthorized disclosure.
- D. If a current employee's personal information is released, CHSU will provide written e-mail notification to the individual. Former employees will be notified through written correspondence to the most recent address on file. Notification may be delayed if a law enforcement agency determines the notification will impede a criminal investigation.
- E. Upon written request, employees may inspect their own personnel files relating to their performance or to any grievance concerning you. You are entitled to a copy of any document that you have signed, including documents relating to the obtaining or holding of employment. If CHSU receives a written request from you or your representative, we will make personnel records available for inspection or provide a copy of those records within 30 days. Please arrange a mutually convenient time with the Office of Human Resources for review of your file.
- F. CHSU will not provide you with records relating to the investigation of a possible criminal offense, letters of reference or rating reports or records obtained prior to your employment,



California Health Sciences University

prepared by examination committee members or obtained in connection with a promotional examination. Prior to production CHSU may redact the names of any nonsupervisory employees.

II. PAYROLL

A. Payroll Records

1. CHSU will keep at its Administrative Office all payroll records showing hours worked daily (for non-exempt employees) and wages paid to employees. These records will be kept for at least three years. You may also keep a personal record of hours worked. If your record differs from the information CHSU provides you on your paycheck, contact the Office of Human Resources immediately. We will make records available to an employee within 21 days of a request for payroll records.

B. Garnishment

1. If CHSU receives an order to garnish your wages, it must comply with that order. A garnishment is a stoppage of a specified sum from wages to satisfy a creditor. This will reduce your take-home pay.

C. Pay Day

1. All employees are paid on the 5th and 20th of each month. If the 5th or the 20th falls on a weekend or a day CHSU is closed, you will be paid the weekday before.

D. Paychecks

1. Each pay day CHSU will pay you with a check or via direct deposit to your bank account. The check stub will include an itemized statement of earnings, typically referred to as a "paycheck stub." The statement will show, for the pay period, gross wages earned, total hours worked (except for employees paid a salary and who are exempt from the payment of overtime compensation), all deductions, net wages earned, the dates of the pay period, your name and part of your social security number, the name and address of the business, and the applicable hourly rate. We will also provide you with the state mandated paid sick leave benefits you have accrued either on the paycheck stub or on a separate document distributed with your paycheck. Please assure that all personal information is true and correct. If changes need to be made, please contact the Human Resources Manager.
2. CHSU processes the payroll for each employee. Processing payroll requires the University to make many calculations for each employee. An error may be made in the processing of payroll. For this reason, we ask that each of you carefully review each paycheck stub for accuracy. If you have any questions, or if there is an error, please bring it to our attention immediately. No employee will suffer adverse action because (s)he expressed or made a written or oral inquiry or complaint regarding wages.



California Health Sciences University

3. Your paycheck will be subject to payroll deductions. This will include federal and state income taxes which CHSU is required to withhold, payroll taxes such as social security, and any other deductions which you have authorized for your benefit. For example, you may be responsible for paying part of an insurance premium. Another example might be that you have asked CHSU to deduct a certain amount from your earnings to be transferred to a retirement or savings account. A deduction from your paycheck may be made if an overpayment arises from the previous payperiod.
4. Before CHSU makes any deductions, you will be required to sign an authorization. If the amounts of the deductions change (such as for health care premiums), you will be required to sign a new authorization form.

E. Pay Notice

1. At the time of hiring, CHSU will provide you with a written notice containing the following information:
 - a) Your rate or rates of pay and whether paid by the hour, shift, day, week, salary, piece, commission, or other basis, including overtime rates;
 - b) Allowances such as meal or lodging, if any, as part of the minimum wage;
 - c) CHSU's regular payday;
 - d) CHSU's name, including any dba;
 - e) CHSU's physical address of the main office or principal place of business, and any mailing address;
 - f) CHSU's telephone number; and
 - g) The name, address, and telephone number of CHSU's workers' compensation insurance carrier.

F. CONFIDENTIALITY OF PERSONNEL AND MEDICAL RECORDS

- A. CHSU will keep all personnel and medical records confidential. Information regarding an employee's medical condition is maintained in files separate from personnel files. Only those supervisors who need to be informed regarding an aspect of the employee's personnel record or medical condition will be allowed access to these records. Confidential medical information may also be available to first aid or safety personnel in the event of an emergency.

G. EMPLOYMENT REFERENCES AND VERIFICATIONS

- A. Calls received to verify employment are referred to the Office of Human Resources. Persons calling to verify employment will be given the name, title and date of hire of an employee.



California Health Sciences University

No other information will be given (e.g., salary) and may only be verified, when you make a request in writing that CHSU do so.

- B. Written verification of employment for major purchases such as real estate will be completed by the Office of Human Resources. Your signature authorizing the release of the information must accompany a request for verification of employment.

V. CONSUMER REPORTS

- A. Generally, if CHSU hires a third-party to provide an investigative consumer report of any employee or applicant, CHSU will comply with the Federal and State Fair Credit Reporting Acts. We will obtain your prior written consent by disclosing the information gathered or received to you, and provide you with a summary of rights. An investigative consumer report provides information regarding the character, general reputation, personal characteristics, and mode of living of the subject of the report. CHSU will not provide this information to you, or ask for authorization, if the report was sought due to suspicion of wrongdoing or misconduct.
- B. If CHSU conducts an investigation that includes compiling information about a person's character, general reputation, personal characteristics and mode of living but does not include matters of public record, the information compiled will remain confidential to the extent permitted by law. Public records are those records documenting an arrest, indictment, conviction, civil judgment, action, tax lien or outstanding judgment. If public records are used in the investigation, you will be given a copy of the public records.

VI. CREDIT REPORTS

- A. A credit report is defined as any written, oral, or other communication of any information by a credit reporting agency bearing on a person's credit worthiness, credit standing, or credit capacity. A credit report does not include a record verifying income or employment, or obtaining credit-related information, such as credit history, credit score or credit record. A credit report may be conducted for persons applying for the following positions only:
 1. A managerial position;
 2. A position for which the law requires that a consumer credit report to be obtained;
 3. A position that involves regular access to the bank or credit card account information, social security number, and date of birth for any person (except for routine credit card solicitations or applications);
 4. A position that requires the employee to be named signatory on University bank or credit card accounts;
 5. A position that authorizes the employee to transfer money on behalf of CHSU;



California Health Sciences University

6. A position for which the person is authorized to enter into financial contracts on behalf of CHSU;
 7. A position that involves access to confidential, proprietary or trade secret information; and
 8. A position that involves regular access to cash totaling \$10,000 or more during a workday.
- B. Before conducting a consumer credit check, CHSU or its credit reporting agency will provide written notice to you indicating the specific basis for conducting the credit report. The notice will include a box that you can mark to obtain a copy of the report.
- C. CHSU will advise you if you are denied the position based in part or wholly on the credit report. We will also provide to you the name and address of the credit reporting agency.

VII. PUBLIC ASSISTANCE

- A. CHSU understands that its employees may, at times, need to participate in public assistance programs, and we are sympathetic to anyone in time of need. The University will not discriminate or retaliate against an employee who enrolls in a public assistance program. Nor will we refuse to hire a person because of enrollment in a public assistance program. CHSU will not disclose to anyone, unless permitted by law, that an employee receives or is applying for public benefits.

VIII. USE OF THE E-VERIFY SYSTEM

- A. CHSU may use a federal system called "E-Verify" to determine whether a person who has been offered employment is authorized to work in the United States. If CHSU receives a tentative non-confirmation issued by the Social Security Administration (SSA) or the Department of Homeland Security (DHS) indicating the information entered in E-Verify does not match federal records, we will comply with the required employee notification procedures under any memorandum of understanding governing the use of the E-Verify system. CHSU will furnish to the employee any notification issued by SSA or DHS containing information specific to the employee's E-Verify case or any tentative non-confirmation notice. Unless required by federal law or as a condition of receiving federal funds, CHSU will not use E-Verify to check the employment authorization status of an existing employee or an applicant who has not been offered employment.

IX. NO-MATCH LETTER

- A. Each year, the Social Security Administration (SSA) sends letters to employers informing them that the Wage and Tax Statement (form W-2) contains employee names and social security numbers that do not match SSA records. If CHSU receives a "no-match" letter, it



California Health Sciences University

will take the following steps.

- B. First, within 30 days CHSU will check its records to determine if the discrepancy is because of a typographical or clerical error in its records or in communications with SSA. If there is an error, CHSU will correct it.
- C. If the records are accurate, CHSU will, within five (5) business days of completing its review, ask you to confirm that the information on file is correct. If you provide corrected information, CHSU will correct its records, inform SSA or the Department of Homeland Security (DHS), and verify that the corrected name and number match SSA or DHS records. If CHSU's records are correct, we will ask you to resolve the discrepancy with SSA or DHS within 90 days of receipt of the no-match letter.
- D. If the discrepancy is not resolved within 90 days of receipt of the no-match letter, CHSU may re-verify your employment eligibility and identity by completing a new Form I-9 within three days (93 days from the receipt of the no-match letter). In this case, you may not use a document containing the social security number or the alien number that is the subject of the no-match letter to establish employment eligibility or identity. In addition, all documents used to prove identity or both identity and employment eligibility, must contain a photograph.
- E. If the no-match issue is not resolved by this process, CHSU may be compelled to terminate your employment.

-
- Policy Owner: Human Resource
 - Effective Date: 11/01/2017
 - President Approval Date: 11/01/2017
 - Provost Approval Date: 11/01/2017