



**I. 4.5.16 Personnel Records**

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.5 Employment Administration	Date Last Reviewed: October 2001
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: October 2001

**II. Purpose**

To establish the definition and accessibility of personnel records in compliance with the Texas Public Information Act.

**III. Scope**

This policy applies to all faculty, administrative and professional (A&P), and classified employees of UT Health San Antonio.

**IV. Policy**

**A. General Policy**

The Texas Public Information Act provides that all information 96 in the personnel files of an individual employee is to be made available to that individual employee or his/her designated representative.

The Act further defines information considered to be public and information that is considered private. Each employee or former employee of UT Health San Antonio (UTHSA) can choose whether to allow public access to information such as:

1. Home address;
2. Home telephone number;
3. Social security number; and,
4. Information that reveals whether a person has family members.

An employee must submit a written and signed request to his or her home department personnel/payroll representative requesting that any or all of the information described above be withheld from public access, if the employee so desires such action.

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##### B. Employee Information

In order to maintain accurate personnel data and files, employees should promptly report to their home department personnel/payroll representative any personal information (i.e., address and telephone number) changes.

##### C. Name or Social Security Number Change

Any name changes or changes to social security numbers must be entered into PeopleSoft by Human Resources. Employees should visit the Office of Human Resources to make changes to their name or social security number and show appropriate legal documentation.

##### D. Dependent Information

Employees who have experienced changes in dependents and wish to change beneficiaries on insurance policies or change withholding exemptions for income tax purposes should visit or contact the Benefits Section of Human Resources.

##### E. Requests for Information from Outside Sources

Contacts from various outside businesses, organizations, and individuals requesting information pertaining to the projected, current, or previous employment of UTHSA employees should be referred to Human Resources. As described above, it is important to exercise caution regarding the request for any data.

#### V. Definitions

*There are no defined terms used in this Policy.*

#### VI. Related References

*There are no related documents associated with this Policy.*

#### VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
11/2000	Policy Origination		
10/2001	Policy Revision		