

## **Records**

The appropriate payroll clerk shall maintain an employee service record for each employee. It shall maintain a cumulative record of vacation time, overtime and sick leave accumulation as well as all such time taken. The Human Resources Office shall notify the appropriate payroll clerk of all changes in personnel including hiring and terminations, changes of address, insurance coverage, and also such information regarding vacation and sick leave time as may be necessary to compute the correct amount of salary due each employee.