S227: Administer HR records

Overview: This standard is about the work a Human Resources administrator undertakes when dealing with employee records.

Links: Specialist: HR

Specific skills:
- Accuracy
- Evaluating
- Quality checking
- Analysing
- Managing time
- Recording
- Attention to detail
- Organising
- Researching
- Communicating
- Problem solving

Performance Indicators

Create personnel files for new starters
1. Open a new personnel file
2. Record required information about the employee
3. File documents relevant to the employee
4. Process monitoring data, as appropriate
5. Check that information and documents are complete, requesting missing information and documents, when necessary

Maintain Human Resource information
6. Keep required personnel information up-to-date
7. Maintain records of:
   - performance management and development
   - holiday, sickness and other leave
   - disciplinary and grievance
   - exit process
8. Process and file relevant correspondence and documentation Report Human Resource information

Report Human Resource information
9. Provide as requested
   - information from individual personnel files
   - management information reports

Comply with organisational and legal requirements
10. Comply with organisational and legal requirements for confidentiality, freedom of information, data protection and security of information
11. Remove out-of-date information in line with organisational policy and procedures
12. Archive relevant information in line with current legislation and organisational policy and procedures

Knowledge & Understanding

Create personnel files for new starters
A. The systems, procedures and software used by the organisation for Human Resource records and how to use it to open a new personnel file
B. The information that should be entered in a new personnel file and how to do this, including: name, address, next of kin, date employment commenced, proof of eligibility to work in the UK, offer letter, references, contract of employment, job description/person specification, equal opportunities monitoring data

Maintain Human Resource information
C. How to enter and update HR information, including information on: terms and conditions of employment, employment benefits, pay, pension, sick leave, maternity/paternity leave, holiday, other leave of absence, induction and results of review following any probationary period, performance management, training and development, promotion or other changes to terms and conditions of employment, disciplinary or grievance issues, staff exit
D. The information that should be held for members of staff and the action to take if this is incomplete

Report Human Resource information
E. The types of reports that may be requested
F. How to produce reports from individual or multiple Human Resource files

Comply with organisational and legal requirements
G. The current legislation that applies when dealing with Human Resource records
H. What the limits of your responsibility are, and to whom matters outside your responsibility should be referred
I. The data protection principles that apply to personnel records (e.g. requirement to file sickness certificates separately from the personnel file)
J. Organisational policy and procedure for removal of out-of-date information
K. Organisational policy and procedure for archiving information
L. Organisational procedures for confidentiality and security of Human Resource records
M. The purpose of confidentiality and security of