

STAFF PERSONNEL RECORD (Minimum Specification)

1. Computerised for Payroll and Benefits Management Purposes

- **Full Name**
- **Staff Number**
- **Date of Birth**
- **Place of Birth (District Office)**
- **Position Held (Job Title/Position No/Pay Level)**
- **Position (Job Title/Position No/Pay Level)**
- **History Department**
- **Base Salary and Details of Allowances and Benefits**
- **Leave Record (Recreation, Long Service, Compassionate etc)**
- **Bank Details**

2. Other Essential Computerised Personnel Data

- **Postal Address**
- **Residential Address**
- **Next of Kin**
- **Marital Status**
- **Name and Date of Birth of Spouse**
- **Names and Dates of Birth of Dependent Children**
- **Passport Details**

3. **Other Personnel Data** which shall be held in an appropriate manual or computerised HR module system:

- **Primary/Secondary/Tertiary Education Details**
- **Details of Selection Decision and New Hire Form**
- **Vocational Education Details**
- **Qualifications**
- **Memberships of Associations**
- **Bonding Agreements**
- **Curriculum Vitae**
- **Performance Appraisal Forms**
- **Training Courses Attended**

4. **Confidential Data Held Securely by HR Manager**

- **Contractual Details, including Performance Commitments and Appraisals**
 - **Disciplinary Record**
 - **Medical Record (Sickness Absence)**
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