

	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Employee Records</b>	<i>CODE:</i> 04.01.070
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 2

OBJECTIVE:目的:

- To ensure adequate and professional employee records are held in each hotel.  
确保每家酒店均保存有足够的、专业员工记录。

APPLICATION:应用:

A file is to be established for each employee containing the things mentioned in this statement of policy. Files are to be kept in alphabetical, numerical (clock no.) or departmental/position order in a locked fire-proof filing cabinet.

每位员工均建立一份文件，内容包括该政策声明中所提到的事项。文件按字母、数字（时钟顺序号）或部门/职位顺序保存在上锁的防火文件柜中。

In addition to the employee file system, some hotels may have the potential to maintain a personnel database. This is a convenient and quick way of accessing basic data such as: name, nationality, department, position, start, and salary, date of birth, payroll/clock number, and allowances.

除了员工文件系统外，某些酒店还有可能设有人事数据库。这是一种方便、快捷地获得姓名、国籍、部门、职位、入职日期、薪金、出生日期、工资单/计时号，及津贴等基本数据的方式。

A trace system is to be developed by the Human Resources department for renewal dates of permits/visas, passports, medical check-ups employment start date anniversary, birthdays.

人力资源部要针对许可证/签证、护照、体检、到职日期、周年纪念日、生日的更新日期编制一个跟踪系统。

It is essential that permits, passports medical cards and any other legislative requirements are not allowed to expire. Although staffs are to be made aware that the timely renewal of their passport is their individual responsibility, at the same time the Personnel Department should maintain a good trace system for passport expiry.

不允许使用到期的许可证、护照、医疗卡和任何其他法律规定事项，这一点至关重要。尽管员工都必须意识到，及时更新其护照属于个人的责任，但同时，人事部门也应该保持良好的护照到期跟踪系统。

The Personnel Manager is to ensure that any relevant documents issued by other departments are copied to Human resources for the Personnel file, for example training records, employee of the month.

人事部经理要确保其他部门签发的任何有关文件的复制件均送交人力资源部作为人事档案，例如培训记录、月度优秀员工。

STATEMENT OF POLICY

政策声明

- It is of vital importance that there is one comprehensive record of all the details pertaining to an employee held in the hotel. In addition to it being a Government requirement in some locations, this is also an internal requirement in the case of a query, in the event of disciplinary procedure or promotion review.

酒店保存一份有关员工的所有细节的综合记录是至关重要的。除了某些地方的政府要求外，还有关于查询、惩戒程序或晋升考评的内部要求。

- Each new starter will have a Personnel file which should be set up to contain the following:

每个新员工都建有人事档案，应包含以下内容：

	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Employee Records</b>	<i>CODE:</i> 04.01.070
		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 2

- Personnel requisition 人事申请
- Application Form, copies of certificates 申请表、证书复印件
- Locker key and uniform receipt forms 更衣柜钥匙和制服收据
- Passport Copy, 12 passport photographs 护照复印件、12张护照照片
- Release Letter (where applicable) 放行信（如适用）
- Offer Letter 录用通知书
- Labour Contract 劳动合同
- Payroll/Status Notice 薪酬/现状通知
- Medical Health Certificate 体检证明
- Residence Permit copy 居住证复印件
- ID/Labour Card Copy, Labour Card Receipt form 身份证/劳工卡复印件、劳工卡回执表
- Insurance Card Copy (Key Personnel) 保险卡复印件（主要人员）
- Reference Copy 推荐信复印件
- Orientation Checklist 入职培训检查表

3. The personnel file should be continuously updated thereafter with

3、此后人事档案应当持续更新，并包括以下内容

- Appraisal Forms 考核表
- Change in Status Forms 状况表变更
- Disciplinary Procedures 惩戒程序
- Appreciation Awards (employee of month etc) 嘉奖（月度优秀员工奖等）
- Additional Certificates 附加证书
- Change of address (Key Personnel) 地址变更（主要人员）
- Change in Marital Status/Children 婚姻状况/子女变更
- Vacation Requests 休假申请
- Training records 培训记录。