PERSONNEL FILES ACCESS: BMI (PSL-W017)
Sacramento City Unified School District

1.0 SCOPE:

    1.1 Working Instruction on how we access personnel files with the BMI storage system.

2.0 RESPONSIBILITY:

    2.1 Personnel Technician I

3.0 APPROVAL AUTHORITY:

    _____ _____
    Signature   Date

    3.1 Director of Human Resource Services

4.0 DEFINITIONS:

    4.1 OT—Office Technician III.

    4.2 BMI – BMI Imaging System is a company of Online Technology Group (OTG.)

    4.3 BMI WebXtender—Web based application to view and print personnel files.

    4.4 BMI ApplicationXtender—Windows based application to input and retrieve personnel file.
    4.5 Employee—District employee

5.0 WORK INSTRUCTIONS:

    5.1 OT receives request from Employee (form), Administrator, or Legal Department to locate employee file or specific documents within employee file.

    5.2 Check for file in BMI storage system:

        5.2.1 Using WebXtender or Application Extender, login with predefined username and password.

            5.2.1.1 On left hand side select new query or click on the new query icon.

            5.2.1.2 Enter selected searching criteria to locate employee records.

                5.2.1.2.1 Search criteria are in the form of Employee's, First Name, Last Name or Social Security Number.

            5.2.1.3 Click on the Search button.

            5.2.1.4 If file is found, complete the request:

                5.2.1.4.1 Use the forward and backward arrows in tool bar to navigate the pages in the file to find the appropriate document(s).

            5.2.1.5 Print desired documents as necessary:

                5.2.1.5.1 Select PRINT icon on Tool Bar to print selected page or complete file.

            5.2.1.6 Close application when complete:

                5.2.1.6.1 Select FILE and EXIT

5.2.2 File not found in BMI; go to next storage system in the Procedure PSL-P038.

6.0 ASSOCIATED DOCUMENTS:

6.1 Employee File(s)

6.2 Request for Employee Records (PSL-F085)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Employee Personnel File(s)	BMI – WebXtender or Application Xtender	Life of Employee	Hard Copy- Discard as desired	Password Protected

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/03/04	A	Initial release
10/08/07	B	Approval Authority department name change
		Responsibility; Title change (Office Technician III to Personnel Tech. I)

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