

Information Classification for Human Resources Compensation

Information Owner: Asst. Director of Employment and Classification

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Human Resource Related Information:

Purdue University maintains various types of information pertaining to the human resources.

Information Name	Description	Classifications		
		Public	Sensitive	Restricted
Compensation	<p>Payments received by an employee for services rendered.</p> <ul style="list-style-type: none"> • Wages – payments made to nonexempt employees. Wages are paid for all hours worked. • Salary – A fixed amount paid to exempt employees on a regular (monthly) basis. 		X	
Career Path (Career Ladder)	A series of defined levels within a job family where the nature of the work is similar and the levels represent the requirements for increased skill, knowledge, and responsibility as the employee moves through a career.	X		
Job	A collection of the tasks, duties, and responsibilities that are typically assigned to an employee (or employees) whose work has the same nature and level. Other attributes at the job level include: employee group, census code, exemption status, EEO codes, and pay grade	X		
Position	An instance of a job in an organizational unit. The position shares the attributes of the job, and contains additional attributes such as shift indicators, work schedules, and responsibilities in	X		

	addition to those assigned to the job.			
Pay Grade	A range of pay assigned at the job level for exempt positions.	X		
Pay Scale	A range defining the minimum and maximum hourly rates paid for nonexempt positions.	X		
Employee Information	<ul style="list-style-type: none"> • Address (employee choice) • Education • Gender • DOB • Ethnicity • I9 	X	<ul style="list-style-type: none"> X X X X X 	X
Employee in Position Actions	Processes on current employees may include <ul style="list-style-type: none"> • Transfers • Promotions • Reclassifications • Time & attendance • Summer session • Employment contracts • Early Partial Voluntary Retirement • Reappointment • Overloads 		X	X (hiring document contains SSN so the document needs to be treated as restricted)
Position Actions	<ul style="list-style-type: none"> • Reclassification • Supervisor Roster • Re-Organization • Org Unit Chief 	<ul style="list-style-type: none"> X X X X 		