

Information Classification for Human Resources Benefit Data

Information Owner: Asst. Director Staff Benefits
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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
Benefit Claim	Information to support the filing of claims against benefits			X
Employee Benefit Offerings	A program or service provided to employees by the University to supplement the employee's compensation. The benefit can be optional or required. Examples include vacation, sick leave, medical insurance, personal accident insurance, etc.	X		
Benefit Enrollment/ Re-enrollment	The specific information about benefits selected by an individual employee.			X
Designated Beneficiary	Person identified to receive life insurance benefit upon the death of the employee.			X
Workers Comp/ Disability/STD/ LTD	Employee information pertaining to workers compensation and/or disability, such as the employees health, medical diagnosis, payment information, etc.			X
Change in Family Status	Employee change in family status information			X
Increase/ Decrease in Life Insurance	Employee choice to increase/decrease life insurance, or automatic decrease in life insurance due to reaching a certain age.			X
Retirement	Employee specific retirement information.			X
Tax Deferred Annuities	Employee specific TDA choices/information.			X
Salary Reduction Agreements	Employee specific SRA choices/information.			X
Voluntary Benefits	Employee specific voluntary benefit choices.			X

Employee Leave Information	Leave type, begin and end dates <ul style="list-style-type: none"> • Sabbatical • FMLA • Military • Vacation • Sick • No Pay 		X X X X	 X X
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