

PAYROLL

490.01 Payroll Administration Master Files (Originals)

Dates: 1966 -
Volume: 192 Cu. Ft.
Annual Accumulation: 7 Cu. Ft.
Arrangement: Alphabetical/Numerical

These central payroll administration master files are maintained for monthly/biweekly faculty and administrative, professional, civil service, technical, and student personnel. File contents primarily include employment or collective bargaining contracts, computer printout fringe benefit reports, wage survey data and five (5) year plans.

Recommendation: Retain in office for six (6) years following the full payment or settlement of the corresponding employee's benefits/liabilities or following termination of employment with the university - whichever period is less – then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any or all record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.02 Wage Garnishment Records

Dates: 1976 -
Volume: 3 Cu. Ft.
Annual Accumulation: ¼ Cu. Ft.
Arrangement: Chronological

This record series consists of forms completed to initiate and hold garnishments of payroll for the satisfaction of employes outstanding legalities (e.g., child support, bankruptcy, tax levies). This record series attains inactive status when liabilities are disposed of through full collection of monies

owed or settlement. Included are garnishment deduction forms, related correspondence and notices of the court that the garnishment has been settled.

Recommendation: Retain in office for six (6) years after attainment or inactive status, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any or all record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.03 Student Payroll Authorization Cards

Dates: 1980 - 1987
Volume: 24 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Numerical by social security number

This record series consists of authorization for hire cards issued by the university's Student Work Office. These cards are required in order for a student worker to begin working and receive wages.

Originals of these records are maintained by the Office of Student Work and Financial Assistance.

This record is no longer generated or maintained on a current basis.

Recommendation: Retain until expiration of administrative value, then dispose of.

490.04 Local Funded Employee Tax Withholding W-2 Forms (USE 490.29)

Dates: 1981 -
Volume: 24 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: Chronological

This file includes the Payroll Office copies of tax withholding W-2 forms for employees paid

from local funds. The State Comptroller's Office maintains and distributes the W-2's for state appropriation funded employees.

Application 87-66, Item 490.04
superseded by Application 87-66, Item 490.29.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any or all record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.05 W-4 Forms (USE 490.29)

Dates: 1966 -
Volume: 21 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological and
Alphabetical

This record series includes Payroll Office copies of employee income tax withholding exemption claim forms executed by and maintained for University employees.

Application 87-66, item 490.05
superseded by Application 87-66, item 490.29.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any or all record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.06 Annual Salary Status Listings (Originals) (Computer Printout)

Dates: 1982 -
Volume: 5 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of annual computer printouts listing salary information for all University employees (except student workers). Information included on these listings would be: employee's name; type of employee (faculty, civil service, administrative); last year's salary; current year's salary, and the percentage and actual change in salary.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any or all record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.07 Payroll Ledger (Original)

Dates: 1972 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of ledgers on which payroll checks are posted for all University employees (except student workers). Portions of this record series are currently being maintained on microfiche.

Recommendation: Retain until expiration of administrative value, then dispose of.

490.08 General Administrative Correspondence

Dates: 1982 -
Volume: 2 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This record series consists of the general correspondence received by the Payroll Office regarding the routine, day-to-day administration of their operations.

Recommendation: Retain in office for three (3) years, then dispose of provided no litigation is pending or anticipated.

490.09 Payroll Work Sheets (Computer Printouts)

Dates: 1987 -
Volume: 1 Cu. Ft.
Annual Accumulation: 24 Cu. Ft.
Arrangement: By pay period, then
Alphabetical

This record series consist of computer printouts produced semimonthly showing current payroll information (address, salary, number of exemptions, any deductions) for every employee of the university (except student workers).

Recommendation: Retain in office for two (2) months, then dispose of. Any or all record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.10 Purchase Orders, Requisitions, and Supporting Documents (Duplicates)

Dates: 1982 -
Volume: 3 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This file contains Payroll Office copies of purchase orders, requisitions, vouchers and any other supporting documents generated and used for general goods and services procurement purposes. The originals of these documents are maintained by the General Accounting, Disbursements and Purchasing Offices.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any or all

record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.11 Fringe Benefits Reports (Computer Printout Duplicates)

Dates: 1978 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of computer printout reports showing accrued vacation and sick leave time, as well as any other fringe benefits accrued by the employees of the Payroll Office. The originals of these, for the entire University, are maintained by the Fringe Benefits section of Personnel Services.

Recommendation: Retain in office for three (3) years, then dispose of. Any or all record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.12 Payroll Deduction/Revocation of Deduction Authorization Cards (Originals)

Dates: 1982 -
Volume: 1½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

These cards are filled out and executed by employees to authorize various deductions (e.g. savings bonds) from their payroll warrants or to revoke such previous authorizations.

Recommendation: Retain in office for five (5) years following the revocation of deduction of termination of the corresponding employees, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any or all record series

microforms produced are to be maintained and disposed of upon discretion of agency.

490.13 Warrant Action Requests (Duplicates)

Dates: 1978 -
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by check
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This form is implement stop payment orders on warrants, warrant cancellations, replacements, premailing actions when appropriate, rescindment of orders, and other necessary actions involving warrant issuances or cancellations. The originals of these forms have been transmitted to the State Comptroller's Office for that agency's use in implementing the requested actions.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any or all record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.14 Payroll Vouchers (Duplicates)

Dates: 1985 -
Volume: 7 Cu. Ft.
Annual Accumulation: 3½ Cu. Ft.
Arrangement: By fiscal year

Original payroll vouchers are maintained by the General Accounting Office.

Recommendation: Retain in office for two (2) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any or all record series microforms produced are to

be maintained and disposed of upon discretion of agency.

490.15 Payroll Posting File -- Year-to-Date Earnings (Duplicates)

Dates: 1985 -
Volume: 48 Cu. Ft.
Annual Accumulation: 24 Cu. Ft.
Arrangement: Chronological by week,
Numerical by social
security number

This record series consists of printouts which summarize cumulative payroll earnings of faculty, staff, student workers, graduate assistants, and temporary employees. Data in the record series includes date of pay period, gross pay, and all payroll deductions. Originals are to be maintained by the agency's Micrographics Department per this application.

Recommendation: Retain in office for six (6) months, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

490.16 Check Issuance and Transmittal forms for Matching Employee Benefit Program Contribution Payments from Local Funds (Originals)

Dates: 1982 -
Volume: ½ Cu. Ft.
Annual Accumulation: ¼ Cu. Ft.
Arrangement: Chronological

This record series consists of check issuance and transmittal forms for payment of Retirement benefits, group insurance coverage, Savings Bond purchases (etc.) and other employment benefit programs. Payments are issued from local accounts. The actual cancelled checks are maintained by the university's General Accounting Office.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any or all record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.17 Payroll Deduction and Clearing Account Transmittal Forms, Reports, Letters and Calculating Workpapers for Federal/State Taxes, Union Dues, and Unemployment Compensation

Dates: 1970 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

This record series consists of completed forms UC 40's and 40A's (Unemployment Compensation Reports), IL. 941's and (Fed.) 941E's (Quarterly Tax Reports), Clearing Account transmittals for payroll deductions, union dues payment transmittals, copies of checks, and related calculation workpapers. The series also includes computer tapes of UC 40 information.

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any or all record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.18 Fiscal Officer Report of Salary Distribution and Certification of Salaries (Computer Printouts)

Dates: 1966 -
Volume: 54 Cu. Ft.
Annual Accumulation: 30 Cu. Ft.

Arrangement: Chronological

Recommendation: Retain in office for six (6) months, then microfilm and dispose of hard copy. Any or all record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.19 Warrant and Salary Refund Processing Files (Originals and Duplicates)

Dates: 1980 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological &
Alphabetical

This record series includes completed forms C65, C50, check registers and related requisitions and transmittal forms exchanged with the State Comptroller to process warrants, return warrants, void warrants, and provide for salary refunds in response to errors of over or underpayment via warrants or the erroneous transmittal warrants.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Any or all record series microforms produced are to be maintained and disposed of upon discretion of agency.

490.20 Payroll Control Totals (Computer Printouts)

Dates: 1980 -
Volume: 10½ Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

These printouts serve as a data processing job control document generated and used only for internal reference.

Recommendation: Maintain and dispose of hard copy computer printouts and any record series microforms produced in office on a discretionary basis.

490.21 Faculty/Staff Payroll Transactions Posting Documents (Computer Printouts) (Microfiche)

Dates: 1972 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of computer printouts and microfiche of payroll transactions posting for faculty and staff.

Recommendation: Retain computer printouts in office until microfilmed, then dispose of. Retain record series microforms in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

490.22 Calendar Year-End Reports - P662C10Z (Originals)

Dates: 1989-
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by social security number order

This record series consists of a summarization of the year-to-date deduction amounts for each employee on the payroll database prior to the year-end procedure applied to "zero out" the amounts for the next calendar year.

Recommendation: Retain in office for one (1) year, then microfilm and dispose of hard copy documentation. Retain all microfilm copies in office permanently.

490.23 Bi-Weekly Civil Service Employee Time Transmittals (Originals)

Dates: 1984 -
Volume: 48 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Page number and
account number order

This records series consist of time transmittals which are computer generated time sheets that are mailed to and completed by individual departments for documenting the work time accrued by the listed employees. These forms are used to indicate regular, vacation and sick hours. "Upgrades", AWOP and overtime hours are also indicated. The transmittals are then returned to the Payroll Office.

Recommendation: Microfilm as generated, then dispose of hard copy. Retain record series microforms in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

490.24 Student Worker Time Transmittals (Originals)

Dates: 1984 -
Volume: 32 Cu. Ft.
Annual Accumulation: 4 Cu. Ft.
Arrangement: By page number and
responsibility code
order

This records series consist of time transmittals which are computer generated time sheets that are mailed to and completed by individual departments for covering the listed employees.

Recommendation: Microfilm as generated, then dispose of hard copy. Retain record series microforms in office for six (6) years, then

dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

490.25 Check Distribution Forms (Originals)

Dates: 1966 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/
Alphabetical

This record series consists of check distribution cards, including home or bank destination for individual payroll checks, executed by university employees and maintained by the payroll office.

Recommendation: Retain in office for six (6) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

490.26 Cash Payment Forms (Obsolete) (Originals)

Dates: 1972 - 1987
Volume: 1 Cu. Ft.
Annual Accumulation: N/A
Arrangement: Alphabetical

This record series consists of forms retained on employees requiring a cash payment of monies due and/or owed the employee as a result of overtime worked, termination of employment in the middle of a pay period, etc.

Recommendation: Dispose of accumulation.

490.27 Student Time Cards (Originals)

Dates: 1972 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by social security number

This record series consists of time cards which indicate the number of hours each student has worked during the pay period and also includes the supervisor's signature.

Recommendation: Retain in the office for six (6) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

490.28 Authorization For Deposit of Recurring Payments (EFT Form) (Originals)

Dates: 1995 -
Volume: 1 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by name

This record series consists of documents, submitted by participating employees and verified by the chosen financial institution, which indicate the "bank destination" and account number of staff utilizing electronic fund transfer (EFT).

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, If necessary, and no litigation is pending or anticipated.

490.29 Tax Information Forms (W-2, W-4, 1042-S, 8233)

Dates: 1966 -
Volume: 50 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.

Arrangement: Chronological by year,
Alphabetical by name

This record series consists of documents which concern tax information of employees at the university. Contents include W-2's; W-4's; Form 82-33 (Exemption From Withholding on Compensation for Independent and Certain Dependent Personal Services of a Non-Resident Alien Individual); and 1042-S's (Foreign Person's US Source Income Subject to Withholding).

This item supersedes items 490.04 and 490.05 of Application 87-66 in order to change the description of the record series. (No change in the previously approved retention period is proposed.)

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**490.30 Payroll Earnings Statements (COM)
(Computer Tapes/Disks)**

Dates: 1995 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name,
Numerical by file
number

This record series consists of documents, maintained on computer output microfiche, which indicate earnings statements of university employees participating in the electronic fund transfer program.

Data include name of employee, social security number, pay date, pay period, current and year-to-date earnings, current and year-to-date deductions, year-to-date taxable income, year-to-date tax exempt deductions, and total current deductions.

The university's Payroll Office respectively maintains "Faculty/Staff Payroll Transaction Posting Documents" and "Payroll Calendar Year-End Reports" for "six (6) years" and "on a permanent basis" per items 490.21 and 490.22 of Application 87-66.

Recommendation: Microfiche, then erase/reuse computer tapes/disks electronically submitted to the agency's COM (Computer Output Microfilm) system. Retain all record series microforms in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.