

STUDENT CENTER PAYROLL

280.01 Time Cards (Originals)

Dates: 1980 -
Volume: 20 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: By type of worker, then chronological

This record series consists of time cards for the student workers and civil service employees of the Student Center.

Recommendation: Retain in the office for two (2) 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.

280.02 Payroll Information Files (Duplicates)

Dates: 1980 -
Volume: 20 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: By type of worker, then chronological

This record series consists of payroll information for the student workers and civil service employees of the Student Center. Included would be: time recording sheets; Fringe Benefit printouts; Payroll Distribution printouts; and Time Transmittal printouts. This information is also maintained by the Fringe Benefits section of Personnel Services and Payroll Office.

Recommendation: Retain in the 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.