

UMass Memorial Medical Center

Policies/Procedures and/or Guidelines Manual

#4087 Payroll Record Retention Policy

Effective Date: February 5, 2010

- I. **PURPOSE AND POLICY STATEMENT:** The purpose of this policy is to provide information to those individuals responsible for payroll processing activities regarding the storage and retention of documentation supporting payroll timekeeping records.
- II. **SCOPE:** This policy applies to all departments within UMass Memorial Medical Center, Inc. (“UMass Memorial”). This policy applies to all payroll documentation and records related to accurately completing time records for all employees.
- III. **RESPONSIBILITY:** All supervisors, managers, directors and those delegated payroll responsibility are required to comply with this policy.
- IV. **DEFINITIONS:** None.
- V. **PROCEDURE:** The following lists payroll timekeeping records that must be retained, the time period for these documents to be retained and applicable regulations or UMMMM policies governing their retention.

Document	Length of Retention	Legal Citation
Hard Copy Work Schedules Anso's Electronic Schedules	5 years	455 Code Mass.Reg's 2.06
Time Sheets	5 years	455 Code Mass.Reg's 2.06
<u>Kronos Records</u> (Hours worked each day and each week by employee)	5 years	455 Code Mass.Reg's 2.06
Employee Exception Reporting (including Green Sheets)	5 years	455 Code Mass.Reg's 2.06
Communications from employees regarding time reporting (email, written notes, etc.)	5 years	455 Code Mass.Reg's 2.06
Approved Time Sheet/Kronos Report Reconciliations to Schedules	5 years	455 Code Mass.Reg's 2.06
Paid Time Off Request Forms	5 years	Policy 4062
Jury Duty Forms	5 years	Policy 4021
Bereavement (documentation, if required)	5 years	Policy 4012
Miscellaneous - Other related payroll and HR documentation including situations resulting in paid time off	5 years	Policy 4079

Kronos exceptions and adjustments must be documented in Kronos comment fields.

All documentation should be maintained in hard copy personnel folders by employee. Email should be maintained electronically in personal folders by employee.

NOTE: The length of retention for the documents identified above may be extended due to certain circumstances. Refer to Policy 1412, Litigation Investigation Document Hold Policy, for more details.

VI. RESCISSION: This is a new policy and becomes effective upon issuance.

VII. MONITORING: The next level of supervision of the employee responsible for retaining these documents should periodically determine the documents are being retained for the appropriate time period.

Developed By: Human Resources
 Individual/Committee _____ Ext.

Approved By: Walter Ettinger, M.D. _____
 President Title 2/5/10 Date