

# UMass Memorial Medical Group

## 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 Group. 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 UMMMG policies governing their retention.

