

RECORDS MANAGEMENT MANUAL

STATE GOVERNMENT AGENCIES

SCHEDULE NO. 10

PAYROLL RECORDS

10-1. Administrative Payroll Reports

Reports and statistics with supporting and related records pertaining to workload and personnel management, payroll operations and administration.

Retention

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

10-2. Budget Authorization Reference

Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.

Retention

Record copy: Retain by agency until superseded and then destroy.

Duplicate copies: Retain until superseded and then destroy.

10-3. Deduction and Other Earning Registers

Report by low organization number used to reference the amount of retirement deducted and other miscellaneous deductions.

Retention

Record copy: Retain by the State Controller's Office for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

10-4. Electronic Funds Transfer (EFT) Authorizations

Authorizations to deposit employee payroll earnings into employee bank accounts through direct deposit. Information includes employee name, name of financial institutions, copy of deposit slip, and other related information.

Retention

Record copy: Retain for 3 years after termination, cancellation, or change of authorization.

Duplicate copies: Retain until administrative needs are met and then destroy.

10-5. Employee Benefit Matching Money Report

Listing of state matching funds paid to employee retirement.

Retention

Record copy: Retain by the State Controller's Office for 3 years and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

10-6. Final Time Summary Report

This report provides information on the regular and overtime hours paid. It also includes all other earnings and the labor distribution.

Retention

Record copy: Retain by the State Controller's Office for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

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10-7. Full-Time Employee Report

Report which informs users of the full-time equivalent count for each agency.

Retention

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

10-8. Garnishments

Record of garnishments or levies for debts owned by the employee.

Retention

Record copy: Retain by the payroll office for 3 years after end of garnishment and then destroy.

Duplicate copies: Retain until end of garnishment and then destroy.

10-9. Income Tax Exemptions and Withholdings Certificates

Form which records the number of exemptions and employee claims against his payment of income tax and any additional withholding from his paycheck, such as IRS Form W-4 and similar tax exemption forms.

Retention

Record copy: Retain by payroll office for 4 years after form is superseded or until termination of employee and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

10-10. Insurance Deduction Files

Reports and related papers including copies of vouchers and schedules of payment pertaining to insurance deductions.

Retention

Record copy: Retain by the State Controller's Office for 3 years after separation of employee and then destroy.

Duplicate copies: Retain until separation of employee and then destroy.

10-11. Leave Adjustment Reports

Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, social security number and employee name.

Retention

Record copy: Retain by the State Controller's Office for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

10-12. Leave Applications

Applications for leave and supporting papers relating to request for and approval of employee leave.

Retention

Record copy: Retain by agency as part of the leave record for 3 years and then destroy.

Duplicate copies: Retain until administrative need end and then destroy.

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10-13. Leave Category Changes

Report showing changes made if an employee does not have enough leave and payroll program must make adjustments from another category.

Retention

Record copy: Retain by the State Controller's Office for 3 years and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

10-14. Leave Summary Report

Reports which document the kind and amount of leave taken by an employee during a calendar year. After they are signed by the employee, they are maintained in the official personnel file.

Retention

Record copy: Retain until report is made part of official agency personnel file.

Duplicate copies: Retain until administrative need ends and then destroy.

10-15. Notices of Payroll Action

Notices which document all payroll actions entered into the Department of Personnel CPPS automated system.

Retention

Record copy: Retain by agency until notices are made part of official agency personnel file.

Duplicate copies: Retain for 1 year and then destroy.

10-16. Payroll Register

Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

Retention

Record copy: Permanent:

Retain by the State Controller's Office for 4 years and then transfer to State Archives.

Duplicate copies: Retain by agency for 1 year and then destroy.

10-17. Preliminary Payroll Files

Computer-produced, two part documents sent by Division of Accounts and Control to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

Retention

Record copy: Retain by State Controller's Office for 1 year or until administrative need ends and then destroy.

Duplicate copies: Retain by agency for 3 months and then destroy.

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10-18. Retirement Benefits Assistance Files

Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors in claiming insurance or retirement benefits.

Retention

Record copy: Retain by agency for 1 year and then destroy.

Duplicate copies: Retain for 6 months and then destroy.

10-19. Retirement Files

Reports and register control documents relating to retirement.

Retention

Record copy: Retain by payroll office for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

10-20. Savings Bond Purchase Files

Forms and reports with related records pertaining to deposits and purchase of bonds.

Retention

Record copy: Retain by the payroll office for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

10-21. Savings Bond Purchase Summary

List of all bond purchases and the remaining bond balances.

Retention

Record copy: Retain by the payroll office until administrative need ends and then destroy.

Duplicate copies: Retain until administrative need ends and then destroy.

10-22. Taxable Wage Earning Reports

Returns on income taxes such as IRS Form W-2 and reports of withheld federal taxes, such as IRS Form W-3, with related records, including reports relating to income and social security taxes.

Retention

Record copy: Retain by the State Controller's Office or agency administrative section for 4 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

10-23. Time and Attendance Reports

State employee time sheets, including flextime attendance reports, supplemental time and attendance records, such as sign-in/sign-out sheets and work reports that are used for time accounting under flextime systems.

Retention

Record copy: Retain by agency for 5 years and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

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10-24. Wage Survey Files

Wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and requests for and authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

Retention

Record copy: Retain by the Department of Personnel until after completion of second succeeding wage survey and then destroy.

Duplicate copies: Retain until superseded or obsolete and then destroy.

10-25. Workers' Compensation Insurance Files

Used to document the payment of workers' compensation insurance premiums. Information includes interdepartmental transfer for payment of premiums and a form to the Colorado Compensation Insurance Authority (CCIA) or the Division of Risk Management reflecting the total due and payment due date with attached memos.

Retention

Record copy: Maintain by CCIA agency Risk Management section or workmen's compensation insurance carrier.

Duplicate copies: Retain until administrative need is met and then destroy.