


**UNIVERSITY OF WISCONSIN SYSTEM
PAYROLL AND BENEFIT
GENERAL RECORDS SCHEDULE**

August 2011



APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO November 2021

 12/6/2011
Executive Secretary - PRB

UW-System Payroll and Benefits General Retention Schedule

I. INTRODUCTION AND PURPOSE

The University of Wisconsin System comprises fifteen distinct institutions, many of which create and receive records that are similar in purpose and utility. In the interest of efficiency, therefore, this records schedule identifies categories of records that are common to all University of Wisconsin institutions, so as to avoid making each institution secure a distinct retention schedule for the same categories of records.

In 2011, the UW System HRS, Human Resources System, will be implemented. HRS is a UW System-wide ERP (enterprise resource planning) application. It is a replacement of the systems that have supported the core functions of human resources, benefit and payroll for all UW System institutions. The implementation of the HRS system will dramatically impact the management of personnel and payroll records. Beginning in the spring of 2011, official personnel and payroll information and records will reside within the HRS system with the exception personnel files. It will also mean that these official records will be digitally born. This GRS therefore applies first and foremost to the HRS system, but it also applies to individual UW institutions in situations in which the official record lies with the institution or where supplemental systems managed by the institutions support or supply additional personnel and/or payroll information.

II. SCOPE

This GRS governs the retention and disposition of records produced or managed by the following functional areas:

- Benefits Administration (programs administered by the Dept. of Employee Trust Funds, tax shelter annuity programs, various insurance programs)
- Payroll (tax withholding, payroll processing)
- Absence Management (leave accounting)
- Time and Labor (calculation of wages)

Records deemed out of scope for this GRS include:

This general schedule does not cover the processes of collective bargaining. It also does not include Workers Compensation or Unemployment Compensation records.

This schedule was written to govern the retention and disposition of electronic data produced and/or maintained by the HRS system; however, institutions may maintain supplemental electronic recordkeeping systems. If the records produced by such supplemental systems are not covered by items contained within this GRS, the institution then needs to develop its own retention schedule to govern such systems.

Supplemental Information Systems

The institution should also identify the institution record copy and its location in the institution. The institution record copy is that copy that must be retained to satisfy any **institution-specific** audit or legal requirement of the institution's operations.

III. GUIDELINES APPLICABLE TO THIS GRS:

A. Preservation of Historic Records.

Historic records are those that must be retained indefinitely because of their historical character. Historic records stored only in electronic form must comply with the legal requirements set forth in: Regent Policy Document 3-2: University of Wisconsin System Public Records Management; and Chapter Adm 12: Electronic Records Management-Standards and Requirements. It is expected that some human resources records will be classified as having historical or permanent value to either UW System or the employing UW System institution.

B. Use of the Records Series Approach.

The records schedules included within this document were developed using the "records series" approach defined in Wis. Stat. § 16.61(2)(c).

C. Use of Flexible Scheduling or Big Bucket Approach.

Enterprise Resource Planning, ERP, systems, like PeopleSoft, provides the capability to create a wide variety of reports and queries to the system. The flexible scheduling or 'Big Bucket' approach means that some items within the GRS cover records in multiple series and/or electronic systems that relate to the same subject matter, business function, or work process. All the series/systems covered by a big bucket item have the same ultimate disposition. The records within the bucket are either all permanent or all temporary and, if the bucket is temporary, all the series/systems within it have the same retention period.

D. Destruction Authorization.

The records schedules included within this document establish minimum retention periods for each type of record. The disposition of each record is assumed to be destruction after its minimum retention period. However, expired records may be retained beyond the retention date in the discretion of University administrators.

E. Records to be retained.

In accordance with Wisconsin law, records to be retained are those defined as in the Wisconsin Statutes as "public records," that are made or received by any university employee in connection with the transaction of university business. See Wis. Stat. § 16.61(2)(b). Public records do not include the following:

1. Duplicates maintained by a university employee only for convenience or reference and for no other substantive purpose.
2. Unsolicited notices or invitations which are not related to any official action taken, proposed, or considered by the University of Wisconsin System.

3. Drafts, notes, preliminary computations and like materials intended for personal use by an individual university employee or prepared by a university employee in the name of the person for whom the employee is working.

4. Routing slips and envelopes.

5. Materials that are purely the personal property of a university employee and have no relation to his or her office.

Records that are not "public records" under the definition may be destroyed at the discretion of university administrators.

F. Duplicate personnel records and shadow filing systems.

While retention periods outlined in this GRS apply to the official record, the maintenance of duplicate records and shadow filing systems is common in the personnel process. *If any unique material is present in a file, it is no longer a duplicate but represent another original record. It must be maintained the same period of time as the original record.*

H. Definitions

Internet Applicant— (Definition retrieved from the Dept. of Labor 2-28-2011). An Internet Applicant is defined as an individual who satisfies the following four criteria:

- The individual submits an expression of interest in employment through the Internet or related electronic data technologies;
- The contractor considers the individual for employment in a particular position;
- The individual's expression of interest indicates the individual possesses the basic qualifications for the position; and,
- The individual at no point in the contractor's selection process prior to receiving an offer of employment from the contractor, removes himself or herself from further consideration or otherwise indicates that he or she is no longer interested in the position.

CONDITIONS AFFECTING FINAL DISPOSITION

All recommended dispositions provided within this schedule may be carried out by University of Wisconsin administrators except that records may not be destroyed where required to be retained by law or policy including, but not limited to, a pending public records request, lawsuit, audit, or legal hold.

UW-System Payroll and Benefits General Retention Schedule

Human RS and Records Retention

The following factors should be kept in mind in interpreting and applying records retention requirements outlined in this document.

The Human Resource System (HRS), holds the official human resource and payroll information received, generated, and maintained on University of Wisconsin System employees, however; UW institutions and employing units will continue to maintain HR records including supplemental systems. This means there is a shared responsibility for records retention. Records series will indicate whether HRS or UW institutions have responsibility for retention of the original record. In some instances, there is a shared responsibility for records retention.

Storage media and Retention

This GRS does not address storage media or implementation strategy for records retention. *However, interfaces (data files transmitted externally or received) are specifically identified.*

TIME and LABOR RECORDS

UWPY0001 Time and Labor Forms

These forms authorize and approve payments to employees. These forms include: Missed Punch Form, Work Scheduler and Approver Form, and Timesheet Report.

Retention: Signed original: *HRS is the official holder of the data from the forms*

Institution: Retain 5 years

Copies: Destroy once administrative need has been completed; not to exceed 1 year.

Destroy Confidentially. PII/Confidential

UWPY0002 Time and Labor Administrative Reports

This series contains various types of HRS reports that institutions can produce to monitor or check reported time. In many instances, these reports monitor issues that need to be resolved or the payroll will not be processed.

The following are report examples within HRS: Payable Status Report, Total 80-Summation of Reported Time, Future Time Entry, Comparison of Payable Time to Timesheets, Time Approval Reference Report, Labor Reference Report, Rejected Time Report, Schedule Definition Report, Weekly / Daily Schedules.

Retention:

Institutions: Retain 1 month.

Destroy Confidentially. PII/Confidential

UWPY0003 Employee Login IP Addresses

Report shows IP addresses that employees are using to login and record time. This serves as part of the original reported time record as it identifies the individual and records the time they accessed in the HRS system. Login IP addresses are part of the authentication process for reported time.

Retention:

HRS: CR + 5 years.

Destroy Confidentially. PII/Confidential

UWPY0004 Time Collection / Reporting Device Validation

This series includes reports that record / report time to the payroll process. Time Collection Device Report that compares employee dept. to TCD ID for reported time loaded by interface. This report is used primarily by housing and athletics. – Report for positive time reporters (employees without time). This series also includes Time Clock/Web entry report. This latter report shows modification made by timesheet to time reported via clock or web entry. Also includes Time Entry Status Report.

Retention:

HRS: CR + 5 years.

Destroy Confidentially. PII/Confidential

UWPY0005 Payable Time (Classified Employees Only)

This report by campus/division shows all payable time and indicates employee name, ID, time period, rate, hours worked and other data. Other HRS reports include Duplicate Time Report, Overtime and Comp Report.

Retention:

HRS: CR + 5 years.

Destroy Confidentially. PII/Confidential

UWPY0006 Time and Labor Audit / Error Reports

This series includes such reports as: Report Time by Task which is an query report that shows time with task id's by date range and TRC's. This is a reference report that payroll managers may run to evaluate labor costs associated with given tasks. Also includes: Reported Time by TRC, Duplicate Time Report, Exception Report

Retention:

HRS: Fis + 4 Years

Destroy Confidentially. PII/Confidential

ABSENCE MANAGEMENT

UWPY0007 Leave of Absence Report

The approval of various types of leaves is processed through HR channels within the particular UW institution or employing unit. The recording /monitoring of leaves falls within the absence management function of HRS. Report lists the employees on a LOA so their payment status can be monitored. The Service Center will use the report to monitor which leave employees have paid and will manually add a general deduction for those who do not pay within the allotted time period so that they can be charged upon return from leave.

The following reports are included in this series: Leave of Absence Report-UIA Eligible (JIRA #6908)

Retention:

HRS: CR + 15 years.

Campus Copies: CR + 10 years

Destroy Confidentially. PII/Confidential

UWPY0008 Leave Plans

The HRS system manages several leave plan types; FMLA (Family Medical Leave), Classified, Unclassified, Leave without Pay, Sabbatical, Military and others. HRS tables contain details of the plans. (When HR managers enter employees who have an approved leave status, they are assigned a leave type based on leave plans.) **UW System HR : The description of the various leave plans must be retained as long as employees covered by them are employed by the UW System.**

Retention:

HRS: Retain until superseded.

Campus Copies: NA

Destroy Confidentially. PII/Confidential

UWPY0009 Earning Statements

Earning statements show leave time taken during a designated pay period. (Leave balances are available to employees via *MyUWPortal*.)

Retention:

HRS: CR + 15 years.

Campus Copies: NA

Destroy Confidentially. PII/Confidential

UWPY0010 Leave Activity Summary Report

This report shows cumulative year to date leave activity by pay period. Some Institutions receive copies of leave reports that are specific to their respective institutions.

Retention:

HRS: CR + 15 years.

Campus Copies: Retain to meet administrative purposes not to exceed 18 months.

Destroy Confidentially. PII/Confidential

UWPY0011 Leave Reports

Leave activity reports and queries, such as: negative allocated vacation balance, generic leave balance, absence event, unpaid absences, payout / payback.

Retention:

HRS: CR + 5 years.

Campus Copies: Retain to meet administrative purposes not to exceed 18 months.

Destroy Confidentially. PII/Confidential

UWPY0012 Leave Forms

Forms completed by individual UW System employees requesting leaves (other than sabbatical leave) and approved by supervisors and / department/employing unit head. Forms include: Unclassified Leave Report, Unclassified Leave Conversion.

Retention:

Campus: CR + 5 years.

HRS: NA

Destroy Confidentially. PII/Confidential

UWPY0013 Absence Management HRS System Audit Reports

Routine reports used to check potential errors in the system.

Retention:

HRS: Administrative need not to exceed 6 months

Campus: NA

Destroy Confidentially. PII/Confidential

BENEFITS

UWPY0014 Wisconsin Retirement System Files and Reports

Electronic data file is created after each payroll is processed that includes data for each employee, including the employment category, earnings, hours worked and data necessary for monthly and annual WRS reporting.

Other HRS reports (interfaces) that are governed by this record series include: Annual Detail Report and Cover Sheet, WRS Earnings/Hours Report, Half Time Compliance Report

Retention:

HRS: CR + 15 years.

Campus Copies: NA

Destroy Confidentially. PII/Confidential

UWPY0015 Employee Payroll Case File

Records series includes various documents that are maintained in the institution Payroll office and regularly superseded by updated documents during the employee's term of employment in the institution.

Items in both series include the following items:

Withholding Agreements: Forms filed by employees authorizing withholding of income from paychecks. Records in this series include required withholding agreements, notifying the employer (State) of federal and State income tax withholding allowances; tax sheltered annuity, deferred compensation and savings bond authorizations; and various other voluntary authorizations. Records in this series are used to document withholding agreements and authorizations for each employee.

Series includes but is not limited to the following agreements/forms:

- Tax Withholding Forms such as: IRS 1001, IRS 8233, W4, Earned Income Credit, WT-4 State Withholding Allowances
- Other Withholding (For a detailed list please consult index.)
- Accidental Death & Dismemberment Application
- Dental Insurance Application
- Direct Deposit Authorization
- Employee Reimbursement Account Enrollment Form
- Savings Bond Deduction Authorization
- Tax Sheltered Annuity Authorization
- Miscellaneous Dues and Deduction Authorization Cards

Retention:

HRS: EVT + 50 years. Event = (Resolved, verified, superseded or between 1-6 pay periods)

Campus Copies: Retain Event

Destroy Confidentially. PII/Confidential

UWPY0016 TSA (Tax Sheltered Annuity) Reports and Transfers (Interfaces)

File transfers (interfaces) to TSA providers with employee deposits to TSA programs. This series includes HRS TSA Deduction Report.

Current interfaces include: (TSA Ameriprise, TSA Dreyfus, Wisconsin Deferred Comp, TSA Fidelity, TSA TRowePrice), Tax Shelter Annuity Annual Report

Retention:

HRS: CR + 7 years

Campus Copies: NA

Destroy Confidentially. PII/Confidential

UWPY0017 Benefit Audit/Error/Reference Reports

Routine reports run to verify HRS table settings, notify institutions of routine updates, etc. Series includes the following HRS record items: Flexible Spending Acct Table (JIRA #6970), Flat Rate Table Information (JIRA # 6971), Disability Plan Table (JIRA #6972), Billing History Report (JIRA # 6965), Employee Enrollments, Charges, Credits (JIRA #6967), Benefit Contribution Report (JIRA #6961), ABBR Changes (JIRA 6893), Health Plan Participants Report (JIRA 6959), Participant Location Report (JIRA #6947), Eligible Participant Reports (JIRA #6945), Enrollment Event Triggered Listing (JIRA #6922), Event Rules Billing (JIRA #6957), Undeliverable Email Report (JIRA #6915), Deduction Exception Report (JIRA #6921), Missing Employee / Dependent Data Report (JIRA # 6919), Enrollment Code Error Report (JIRA # 6923, Individual and Family Life Audit Report (JIRA#6937), WRS Earnings Report-Federal Cap (JIRA# 6036), Concurrent Employment Audit Report (JIRA #6935), Benefit Eligibility Intention Report (JIRA #6933), Age 70 Report (JIRA #6930), Accidental Death Audit Report (JIRA # 6929), Termination Date-Coverage Report (JIRA #6904), Spouse Family Double Coverage Report (JIRA #6940), Insurance/Provider Vendor report (JIRA #6988)

Retention:

Retain until administrative need has concluded, not to exceed one year.

UWPY0018 TSA Multiple Enrollments Report

Report to identify employees with multiple TSA enrollments who are close to reaching the IRS maximum to determine which TSA deduction to allow to go through, and which deduction to manually override for the remainder of the calendar year.

Retention:

HRS: CR + 5 years

Campus: Administrative need not to exceed 1 year.

Destroy Confidentially. PII/Confidential

UWPY0019 Payroll Accounting and Benefit Reports and Transfers

Records series consists of reports and correspondence that have fiscal audit values related to transfers of payroll funds. Series documents issues and concerns related to transfer of funds to banks for state payroll, reports that total savings bond deduction totals and other summary accounting reports that provide backup documentation to support the WISMART system. Items in this series include but are not limited to the following:

- Electronic Deposit Correspondence: between Processing Center and banks that deposit employee paychecks through electronic deposit.
- ACH--Automatic Check Transfer--Cancellation Notice:
- Saving Bond Deduction Totals Report: generated bi-weekly from Processing Center system. Report is not distributed outside of Processing Center.
- Saving Bond Payment form used by Processing Center staff to identify the total bi-weekly savings bond payment amount.
- Retroactive Benefit Calculations Report (JIRA # 6914)
- Retroactive Benefit Missing Premium Report (JIRA #6913)
- Deduction Pre-pay Reconciliation Report (JIRA #6905)

Retention:

HRS: CR + 4 years

Campus: Administrative need not to exceed 1 year.

Destroy Confidentially. PII/Confidential

UWPY0020 Active ETF Participant Case File Records

Records series covers various application, enrollment and maintenance records that State employees use to participate in various benefit programs administered by the State Department of Employee Trust Funds (DETF). The DETF maintains the official copy of records in this series in the DETF Participant files of the Department, for the duration of an individual's term of employment with the

State and for the following periods of time thereafter:

- Event (Death) + 25 years or
- Event (Separation benefit or single sum annuity) + 40 years.

Records in this series document the employee's participation in the Wisconsin Retirement System (WRS), Health insurance, benefits, life insurance, income continuation insurance (ICI) and certain benefit continuation programs. Series includes but is not limited to the following:

- Accumulated Leave Certification
- Approval Notice of Benefits
- Beneficiary Designation
- Benefit Claim
- Continuation Notice
- Death Benefit Information Request
- Election to Reduce Life Insurance Amount
- Employment Application and Statement
- Evidence of Insurability
- Group Life Insurance Coverage
- Health Insurance Application

- Health Insurance Change
- Income Continuance Insurance Application
- Life Insurance Application/Cancellation
- Life Insurance Disability Premium Waiver
- Medical Report - Disability Retirement
- Notice of Death
- Sick Leave Certification
- Sick Leave Escrow Application

Also includes Enrollment Deadline Worksheet for employees with no email preference as well as Name Change documentation, Beneficiary Change Forms.

This series may also include a copy of the employee's most recent ETF Benefit Statement. This statement is used to retirement benefit counseling.

The employee also receives copies of many items above for his or her own record.

Campus: At the time of employment termination, the individual case file is pulled and placed with terminated employee case file. *SEE: UWPY0031 Terminated Employee Case File*

Retention:

OFFICIAL COPY is maintained by ETF. ETF maintains death benefit participant files for 25 years from date of death or for 40 years from date of separation.

HRS: NA

UWPY0021 Enrollment Reports

Series of HRS reports on new benefit plan enrollments, changes in coverage level or plans, and enrollment terminations for each benefit plan in addition to changes in personal data such as name changes, changes in addresses, and corrections of Social Security Numbers and dates of birth. This series also includes reports that show what insurance programs employees are enrolled in and deduction amounts, (JIRA #6987)

Retention:

HRS: CR + 7 years

Campus: Administrative need not to exceed 1 year.

Destroy Confidentially. PII/Confidential

UWPY0022 Benefit Confirmation Reports

Open Enrollment and New Hire enrollment events have a requirement to provide a statement to employees as confirmation of their enrollment elections. Distribution will be via paper for employees who do not have the new custom field "UW Communication Preference" (see HRS-665) marked for email communication and/or don't have an email address available. This series includes such items as: Income Continuation (ICI) Notification. Campus—Completed enrollment forms may be a part of the employee's benefit case file. **NOTE: Applies to email communications.**

Retention:

HRS: EVT + 7 years EVENT= Date of Termination

Campus: Administrative need not to exceed 1 year.

Destroy Confidentially. PII/Confidential

UWPY0023 DETF Benefits Reports

Records series includes various benefits reports that list benefits accrued in DETF – administered Programs, including the WRS, health, life, and ICI Insurances.

Series includes but is not limited to the following reports:

- Annuitant Health Insurance Monthly Coverage Report
- Employee Transaction Report
- Group Health Insurance Monthly Additions Report
- Group Health Insurance Monthly Change Report
- Group Health Insurance Monthly Deletions Report
- Group ICI Monthly Premium Report
- Group Life Insurance Collection Report
- Health Insurance Summary Report
- ICI Summary Report
- Monthly Health Insurance Coverage Report
- Monthly Retirement Remittance Report
- Rehired Annuitant Election to Participate in the WRS
- WRS Coverage Detail Report
- WRS Over/Under Payment/Interest Due Report

Institutions receive copies of reports if applicable to employees in their institution. The Department of Employee Trust Funds (DETF) has the original which is retained for 7 years from the date of the report.

This item includes the following interfaces: ERA Enrollment Report, Employee Periodic Transaction Report, and Annual Employee Transaction Report

Retention:

HRS Interfaces: CR + 7 years

Campuses: Retain until completion of administrative need, not to exceed 1 year

Destroy Confidentially. PII/Confidential

UWPY0024 TSA and Wisconsin Deferred Compensation Documentation

This records series includes hard copy TSA and WDC documentation of enrollments and changes to contribution levels for individual UW employees.

Retention:

HRS: CR +7 years

Campuses: Employee Benefit Case File- CR +7 years.

Destroy Confidentially. PII/Confidential

UWPY0025 Payroll - Benefit Administrative Reference Reports

This records series includes items created / received for administrative convenience or reference. Items can include: Mailing Labels for Employees Participating in Benefit Programs (JIRA #6934). The majority of the information is currently distributed electronically with only a few employees at Madison that still receive the hard copy materials as they do not have access to electronically view information. The mailing labels will be produced for anyone without a primary email address stored in the system. This series also includes reports such as the New Hire Hold Report used by benefit coordinators to ensure that no new employee is missed in benefit determinations. Others include: Billing Calendar Table Listing (JIRA #6984)

Retention:

HRS: Retain until administrative need has concluded, not to exceed 1 year.

Campuses: Retain until administrative need has concluded, not to exceed 1 year.

Destroy Confidentially. PII/Confidential

UWPY0026 Benefit Comparison Summary Report

Report summarizes benefit contributions by worker and employer for a population of employees.

Retention:

HRS: CR + 5 years

Campus: Administrative need not to exceed 1 year.

Destroy Confidentially. PII/Confidential

UWPY0027 Base Benefit Audit Report

This report identifies errors the benefit administrator makes when entering data into Ben Admin and/or Base Benefits transactional systems. This report will specifically be used prior to self-service.

Retention:

HRS—CR + 3 years

Campus—Administrative need not to exceed 1 year

Destroy Confidentially. PII/Confidential

UWPY 028 Benefit Program Vendor Data Files

These are data files that are electronically transferred to vendors supplying the benefit and/or insurance program to UW employees. The data files include names, ID information, payment data, SSN, and other pertinent information of employees who have enrolled in such programs. Data transfers are used to inform vendors of new enrollments, transfer payments, and support eligibility determinations. These can data file transfers can include some or all of the following: ERA Eligibility and Deduction files.

Retention:**HRS: CR + 7 years****Campus: NA****Destroy Confidentially. PII/Confidential****UWPY0029 COBRA Related Reports**

Reports related to the eligibility and enrollment in COBRA. Includes report listing individuals denied COBRA coverage because they were dismissed for cause, required COBRA notification for eligible employees, COBRA error report (JIRA #6986), COBRA Notification Letters and Enrollment Forms (JIRA #6985)

Retention:**HRS—CR + 7 years****Campuses—Retain copy of official notices in employee payroll case file-if one is maintained.*****See UWPY0030 for retention of the employee payroll case file.*****Destroy Confidentially. PII/Confidential****UWPY0030 Terminated Employee Case File**

This records series includes the **Institution copy** of benefit forms, withholding, applications, notifications, etc. that are current at the time of employee termination. After the employee terminates from the particular Institution, the case file is maintained to determine the employee's rights to various benefits. These records are the responsibility of the employing institution. Employees will complete new withholding authorization forms when they move to another Institution. However, records in this series may be used to provide backup documentation of the employee's payroll activities.

Retention:**HRS—NA****Campuses—EVT + 5 years EVENT= date of employee termination.****Destroy Confidentially. PII/Confidential**

UWPY0031 Life Insurance Reports and Interfaces Sent to Vendors

Lists of employees and their coverage sent to life insurance vendor (currently Minnesota Life).
(Example Individual and Family Annual Census File)

Retention:

HRS: CR + 7 years

Campus: NA

Destroy Confidentially. PII/Confidential

UWPY0032 Annual Benefit Statements

This series consists of Annual benefit statements produced by the HRS system. This statement reflects all benefit programs in which the employee is currently enrolled and total employer/employee contributions to them.

Retention:

HRS— EVT + 5 years EVENT= date of employee termination.

Campuses—NA

Destroy Confidentially. PII/Confidential

PAYROLL

UWPY0033 HRS Core Payroll History Data

NOTE: The wording for this record series remains the same as it was in the original GRS. The Department of Administration does not maintain a central payroll roster or data file for the University of Wisconsin System. The responsibility for maintaining a permanent payroll history data will continue with HRS. The retention period is 50 years. Currently, this long term retention requirement is met by microfiche.

This electronic file includes the results of personnel transactions affecting employee's payroll such as hires, transfers, terminations, reclassifications and reallocations. Files contain data elements for each employee, including appointments, deductions, hours, payroll balances, deduction balances, and retroactive adjustments to hours worked, lump-sum pay adjustments, dollar and hour balance adjustments, refunds, wage assignments and check cancellations. This electronic file functions as the source for federal and state tax reporting, W-2 production and other year end reports.

The HRS Core Payroll data file is created when payroll calc data is created /added to the employee permanent payroll history after the payroll confirmation process has been run.

The payroll microfiche jacket will contain the following types of information: date of payroll, type of payroll, gross earnings, and deferred items. The jacket will be maintained with the Master Payroll Fiche for 50 years. REVISED: This paragraph was added by the Public Records Board 11/19/97.

Also included under these records series and the 50 year retention requirement are the following reports: Audit Tables Query Report (JIRA #6918)

Retention:

HRS: Master Fiche /Tape for all UW Institutions maintained by HRS. CR + 50 years

Campuses: NA

Destroy Confidentially. PII/Confidential

UWPY0034 Timesheets

This series consists of Signed individual timesheets.

Retention:

Campus: EVT + 5 years EVENT= date of the pay period.

HRS: NA

Destroy Confidentially. PII/Confidential

UWPY0035 Payroll Processing Reports

Series of reports produced as part of the processing of each payroll. Reports include: Employees NOT processed in Current Payroll, Deductions not Taken, Payroll Error Messages

Retention:

HRS: Retain to meet administrative need not to exceed 18 months

Campuses: NA

Destroy Confidentially. PII/Confidential

UWPY0036 HRS Payroll Audit Logs

This series consist of Audit logs to track changes made during payroll processing.

Retention:

HRS: CR + 3 years

Campuses: NA

Destroy Confidentially. PII/Confidential

UWPY0037 Payroll Register and Voucher

Payroll listings showing gross and net pay, as well as deductions taken. This series also include the payroll voucher.

Retention:

HRS: FISCAL + 6 years.

Campuses: Retain to meet administrative need not to exceed 18 months.

Destroy Confidentially. PII/Confidential

UWPY0038 Work Study Reports

This record series contains various reports that can be produced from the HRS system to monitor Work Study employees. These reports can include some or all of the following: work study award by job type, work study award by department budget, work study adjustment, work study balance control, work study award by person.

Retention:

HRS: CR + 5 years (34CFR 676.19)

Campuses: CR + 5 years

Destroy Confidentially. PII/Confidential

UWPY0039 Unemployment Compensation

This series includes a hard copy report and transfer file (interface) sent to the Dept. of Workforce Development.

Retention:

HRS: CR + 6 years

Campuses: NA

Destroy Confidentially. PII/Confidential

UWPY0040 Withholding Authorizations

Includes withholding authorizations that initiate deductions from an employee's pay amounts. Records in this series are the paper documents used to initiate payroll actions.

Examples of documents in this series are:

- Contributions -- Charity/Institutional events
- Financial Institution Deduction Authorizations
- Garnishment Action Notice
- Parking Deduction Authorization
- Van Pool Deduction Authorization
- Wage Assignment Notice

Retention:

HRS—NA

Campuses—Retain until termination and transfer to UWPY0030 Terminated Employee Case File

Destroy Confidentially. PII/Confidential

UWPY0041 Payroll Audit / Error Reports

A variety of reports run to verify HRS payroll tables settings, pre-audit calculations, payroll error messages, and others produced by the HRS system in the processing of payrolls.

Retention:

HRS—Retain until administrative need has been met not to exceed 1 year.

Campuses—NA

Destroy Confidentially. PII/Confidential

UWPY0042 Garnishment Report

A report to vendors of terminated employees who had garnishments taken from their wages.

Retention:

HRS—CR + 7 years

Campuses—retain to meet administrative need not to exceed 1 year.

Destroy Confidentially. PII/Confidential

UWPY0043 Tax Withholding Reporting Files

Records series includes forms and reports related to employees' federal and state income tax withholding activities and documentation of withholding.

Series includes but is not limited to the following forms and reports:.

- Certificate Of Exemption Prepayment Of Taxes
- Employer's Quarterly Federal Tax Return
- Employers Annual Reconciliation Of Wisconsin Income Tax Withheld From Wages
- Federal Bi-Weekly Tax Deposit Coupon
- Federal Income Tax, Social Security, Medicare Bi-Weekly Report
- Form 941 Payment Voucher
- Statement To Correct Information
- Transmittal Of Corrected Income & Tax Amounts
- Undeliverable W-2, W-2C, 1042-S and W-200 forms.
- Wisconsin Tax Deposit Report Coupon

This series also includes MILITARY PAY VOUCHERS that are created for employees.

NOTE: This series includes interface files that transmit data from the university to Federal and State government. The same retention period applies to the interface file as to the report or form.

Retention:

HRS: FISCAL + 7 years.

Campuses: Each institution is responsible for maintaining records of its employees' tax withholding records.

Destroy Confidentially. PII/Confidential

UWPY0044 Wisconsin PMIS File

This record series is an interface file with certain data extracted from the HRS payroll and used specifically to update other State of Wisconsin data systems (PMIS-Personnel Management Information System). PMIS is a statewide tracking system used to monitor the number of positions in State government. Report is also used by the State Budget Office. The official copy is maintained by the Department of Administration.

Retention:

HRS: CR + 3 pay periods

Campuses: NA

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