HRM 40
PAYROLL SERVICES

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
May 12, 2016
URIMC Revised:
May 27, 2019
RIM Edits (consistency, typographical, updates, etc.):
November 15, 2016; March 2, 2017

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
HRM 40 User Information

Abbreviations & Definitions
- HRM – Human Resource Management
- OPR – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”
- RIM – Records and Information Management
- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body). Definition of SO for each series is maintained by your area’s Designated Records Officer.
- URIMC – University Records and Information Management Committee

End of Year
- Unless otherwise noted, the default “year” is the fiscal year which commences on May 1 and ends on April 30. Retention timeframes will commence in the year following completion/date of last action that activates the retention period.
- All records are subject to archival appraisal once their stated retention period has been met.
- Contact your area’s Designated Records Officer before initiating disposition.

Managing Other Copies
- In instances in which more than one copy of a record exists, the Designated Records Officer for the responsible unit will identify one as the official record. All other copies of that record are to be destroyed as soon as the purpose for which the copy was created has been fulfilled. No other copy may be retained for a period exceeding the official record retention period. All copies (official and other copies) are subject to requests under The Local Authority Freedom of Information and Protection of Privacy Act and therefore put the University at risk if not managed appropriately.
HRM 40 PAYROLL SERVICES

Consists of records that support the payroll function.

100   Pay Information
**HRM 40 PAYROLL SERVICES**

**FUNCTION 100 – PAY INFORMATION**

Consists of records relating to the administration of the University payroll. Records include the payroll register, banking documentation and audit and exception reports.

HRM40-100 includes all administrative records created to manage and execute this function. Records that relate to an individual employee in regard to this function will be retained within the Employee File (i.e., HRM 01, HRM 02).

<table>
<thead>
<tr>
<th>Series Code</th>
<th>Series Description</th>
<th>OPR &amp; Official Record Location</th>
<th>Specialized Electronic System</th>
<th>OPR Minimum Retention Period</th>
<th>Archival Instructions for OPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM40-101</td>
<td>Payroll Administration</td>
<td>Human Resources</td>
<td>Banner (Official monthly Payroll Register)</td>
<td>7 years</td>
<td>Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form.</td>
</tr>
<tr>
<td>(Old #: HRM40-100-10)</td>
<td>Includes payroll register, adjustments, position requests, vacation pay, checklists, audit reports, retro and increment calculations, exception reports, banking documentation, timecards, payroll remittances, T4 documentation, increment tracker and reconciliations including related associations (University Club, Police College, etc.).</td>
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<tr>
<td>HRM40-102</td>
<td>Projects</td>
<td>Human Resources</td>
<td></td>
<td>SO</td>
<td>Send list of records that have met retention requirements to Archives. The Archives will appraise the records. They will reply with an indication of which records are to be transferred to Archives and which records are to be destroyed, as well as the process to be followed in each case.</td>
</tr>
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<td>(Old #: HRM40-100-20)</td>
<td>Includes research, systems development, etc.</td>
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