HRM 40
PAYROLL SERVICES

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
May 12, 2016
URIMC Revised:
N/A
RIM Edits (consistency, typographical, updates, etc.):
November 15, 2016 and 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 PAYROLL SERVICES

FUNCTIONAL GROUPING DESCRIPTION

Consists of records that support the payroll function.

HRM 40 FUNCTIONS LIST

100   Pay Information
**HRM 40 PAYROLL SERVICES**

**FUNCTION 100 – PAY INFORMATION**

**FUNCTION DESCRIPTION**

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 Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM40-100-10</td>
<td>Payroll Administration</td>
<td>HR</td>
<td>HR</td>
<td>7 years</td>
<td>1 year (Payroll Register on T-Drive)</td>
<td>B (Official monthly Payroll Register)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes payroll register, adjustments, position requests, vacation pay, checklists, audit reports, retro and increment calculations, exception reports, banking documentation, payroll remittances, T4 documentation, increment tracker and reconciliations including related associations (University Club, Police College, etc.).</td>
<td></td>
<td></td>
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<tr>
<td>HRM40-100-20</td>
<td>Projects</td>
<td>HR</td>
<td>HR</td>
<td>SO</td>
<td>N/A</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Includes research, systems development, etc.</td>
<td></td>
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</tbody>
</table>

**SO** – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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.

**OPR** – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”

**B** – Banner

*End of the year is April 30 unless otherwise specified. 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.

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