HR57 – Pay Statements

These records are comprised of pay statements provided to employees through the self-service feature of the human resources management system.

Content & Scope
The records are pay statements.

Responsible Unit
Human Resources

Information Steward
Associate Provost, Human Resources

Privacy Classification
Restricted

Retention
3 years

Disposition
Secure Destruction

Authority
Employment Standards Act, 2000, s. 12 and 12.1

Retention Rationale
The retention period is based on the Employment Standards Act, 2000, s. 15 (5) which specifies that the information be kept for 3 years after it was given to the employee.

Approval Date(s)
October 26, 2011