HR62 – Payroll Distribution Reports

These records are comprised of reports providing detail of payroll transactions for the University and for each company for which the University manages payroll.

Content & Scope
Payroll distribution reports are produced each time payroll is run.

Related Records
For payroll records maintained in the human resources system, see HR05: Human Resources Management System.

Responsible Unit
Human Resources

Information Steward
Associate Provost, Human Resources

Privacy Classification
Restricted.

Retention
7 years

Disposition
Secure Destruction

Retention Rationale
The retention period is based on auditors' advice.

Approval Date(s)
October 26, 2011