

## Summary of Payroll and Benefits, Timekeeping and Leave Records Retention Periods

### 03. Payroll and Benefits Records

Payroll and Benefits Records document the payroll and non-retirement benefits processes and activities of the University, such as salary withholding and deductions authorizations and other adjustments that impact and determine the pay period earnings, wages and pay of employees. They also document all compensation opportunities and non-retirement benefits selections made and managed through the University. The records documenting the University's benefit plans, including retirement benefit plans are also found in this section of the retention schedule. These are records of a routine nature and are not of enduring, permanent archival value.

### B. Timekeeping and Leave Records

Timekeeping and Leave Records serve as documentation of time and attendance of employees. These records found in all media (paper, electronic, or otherwise) may include but are not limited to:

- Family Medical Leave Act [FMLA] and other leave of absence records;
- over-time compensation records; and
- time reporting records.

Code	Records	Retention Period	Notes
0003B1*	Leave Records that document impacts to service credits	Retain records 50 years after the end of the fiscal year in which the records are created.	See Note 1 below.
0003B2*	All Other Timekeeping and Leave Records	Retain records for 3 years after the end of the fiscal year of the end of the specifically recorded time or leave.	See Notes 1 and 2 below.

### Notes

1. All Other Copies: Copies are considered non- records, and should be retained only until their usefulness has passed, but never any longer than the official record.
2. If the records are used as supporting documentation for sponsored activities, records will need to be retained for 6 years after the expiration/termination of the sponsored activities; resolution of any litigation, claim, or audit; or the period stated in the award document - whichever is longer. Sponsored activities means that the funds are received under grants, donations, or contracts from sources (private, state, federal, etc.) outside UC.