

U.S. DEPARTMENT OF ENERGY

ADMINISTRATIVE RECORDS SCHEDULE 2:
PAYROLL AND PAY ADMINISTRATION RECORDS

06-17-02

Payrolling and pay administration records pertain to the disbursements employees receive in return for their personal services. This schedule covers commonly used pay records.

Title 6, "Pay, Leave, and Allowances" in the GAO Policy and Procedures Manual provides guidance for preparing and maintaining Department pay accounts.

Payroll systems use a leave record for submitting data to the payroll system. Information is posted to this leave record from the detailed records kept by the time and attendance clerks. Depending on the type of system, the leave record may be a hard copy input form or alternatively, input to the system may be by electronic means.

Records incidental to the payrolling process include tax withholding; savings plan deduction requests, and savings bond records; and payroll office administration records.

Payroll

1. Individual Employee Pay Record. (GRS 2, item 1)

EPI a. Pay record for each employee as maintained in an electronic data base. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.

Update elements and/or entire record as required.

EPI b. Federal employee pay record, containing pay data on each employee. This record may be either in paper form or in microform but not in machine readable form.

Upon separation of employee, transfer to National Personnel Records Center. Destroy when 56 years old.

EPI c. Contractor employee pay record, containing pay data on each employee. This record may be either in paper or microform but not in machine readable form. (N1-434-98-5)

Upon separation of employee, transfer with employee's Official Personnel Records.

Destroy when 56 years old.

2. Noncurrent Payroll Files. (GRS 2, item 2)

Copy of noncurrent payroll data as maintained by payroll service bureaus in either micro-form or machine-readable form.

Destroy 15 years after close of pay year in which generated.

Items 3 through 5. Reserved.

Time and Attendance

6. Leave Application Files. (GRS 2, item 6)

SF 71 or equivalent plus any supporting documentation of requests and approvals of leave.

a. If employee initials time card or equivalent.

Destroy at end of following pay period.

b. If employee has not initialed time card or equivalent.

Destroy after GAO audit or when 3 years old, whichever is sooner.

7. Time and Attendance Source Records. (GRS 2, item 7)

EPI All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flexitime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine readable or paper form.

Destroy after GAO audit or when 6 years old, whichever is sooner.

8. Time and Attendance Input Records. (GRS 2, item 8)

EPI Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by the Department or contractor payroll processor. Destroy after GAO audit or when 6 years old, whichever is sooner.

9. Leave Record. (GRS 2, item 9)

- a. Record of employee leave, such as SF 1150, prepared upon transfer or separation.

File on right side of the Official Personnel Folder (OPF).

See GRS 1, item 1.

- b. Creating agency copy, when maintained.

Destroy when 3 years old.

Items 10 through 12. Reserved

Deductions, Allotments, and Electronic Funds Transfers

13. Tax Files. (GRS 2, item 13)

- a. Employee withholding allowance certificate such as Internal Revenue Service (IRS) Form W-4 and state equivalents.

Destroy 4 years after superseded or obsolete or upon separation of employee.

- b. Department or contractor payroll processor's copy of employee wages and tax statements, such as IRS Form W-2 and state equivalents, if maintained..

Destroy when 4 years old.

- c. Department or contractor payroll processor's copy of reports of Federal tax withheld, such as IRS Form W-3, with related papers including reports relating to income and social security tax, and state equivalents, if maintained..

Destroy when 4 years old.

14. Savings Bond Purchase Files. (GRS 2, item 14)

- a. U.S. Savings Bond Authorization, SF 1192 or equivalent.

Destroy when superseded or after separation of employee.

- b. Bond registration files: issuing agent's copies of bond registration stubs.

Destroy 4 months after date of issuance of bond.

- c. Bond receipt and transmittal files: receipts for and transmittals of U.S. Savings Bonds.

Destroy 4 months after date of issuance of bond.

15. Combined Federal Campaign and Other Allotment Authorizations.
(GRS 2, item 15)

- a. Authorization for individual allotment to the Combined Federal Campaign.

Destroy after GAO audit or when 3 years old, whichever is sooner.

- b. Other authorizations, such as union dues and savings.

Destroy after GAO audit or when 3 years old, whichever is sooner.

16. Thrift Savings Plan Election Form. (GRS 2, item 16)

Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.

Destroy when superseded or after separation of employee.

17. Direct Deposit Sign-up Form (SF 1199A). (GRS 2, item 17)

Destroy when superseded or after separation.

18. Levy and Garnishment Files. (N1-434-98-5)

Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other employee debts.

Destroy 7 years after garnishment is terminated.

Items 19 through 21. Reserved.

Payroll Administration

22. Payroll System Reports. (GRS 2, item 22)

- a. Error reports, ticklers, system operation reports.

Destroy when related actions are completed or when no longer needed, not to exceed 2 years.

- b. Reports and data used for Department workload and or personnel management purposes.

Destroy when 2 years old.

- c. Reports providing fiscal information on Department payroll.

Destroy after GAO audit or when 3 years old, whichever is sooner.

23. Payroll Change Files. (GRS 2, item 23)

Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying Department or contractor payroll processor.

- a. Copies subject to GAO audit.

Destroy after GAO audit or when 3 years old, whichever is sooner.

- b. All other copies.

Destroy 1 month after end of related pay period.

24. Payroll Correspondence. (GRS 2, item 24)

Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments.

Destroy when 2 years old.

Items 25 through 27. Reserved

Retirement

28. Retirement Files. ((N1-434-98-5)

Reports, registers, or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.

For Civil Service Retirement System/Federal Employees Retirement System related records, cut off upon receipt of official Office of Personnel Management acceptance of annual summary. Destroy 75 years after cutoff. Retirement of non-current records to inactive storage is authorized.

29. Electronic Mail and Word Processing System Copies. (N1-434-98-5)

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.