

Guide for Maintaining Payroll Documentation

Departments need to keep payroll records for six years

Maintain all documentation related to requests for, or changes to, hours worked and leave taken for each pay period in hard copy files by fiscal year. Documentation to maintain includes:

- Leave Requests for all leave taken - keep leave requests for all leave reported on the timesheet
 - Department leave requests (vacation, sick, personal holiday, personal leave, winter break day)
 - Special leave requests (bereavement, educational leave, civil leave/jury duty, leave without pay, medical and military leave)
- Related correspondence which documents if the original leave request is different than what was reported
- Documentation of any leave that was not submitted when taken, such as a copy of the timesheet comments
- Copies of Time and Attendance Records or hard copy timesheets signed by both the employee and supervisor (required for Payroll Approvers who are not the employee's direct supervisor)
- PWRETIM reports for each pay period

If you approve your own time electronically,

- Print out the PWRETIM report
- Have your supervisor sign next to your name to document their approval

If you key in hours or leave for an employee and then submit the timesheet to someone else for approval,

- Print out the PWRETIM report
- Have the employee sign off on the report for time or leave submitted
- Have the employee's supervisor sign off on the report if you are not the supervisor

OR

- Have the employee complete and sign a [Time and Attendance Record](#)
- Have the employee's supervisor sign off and give to you for input

If you approve time for employees for whom you are not the supervisor,

- Make sure you have obtained confirmation of the hours submitted or leave taken from the employee and supervisor before approving
- Have the employee print out and sign their own timesheet OR complete and sign a [Time and Attendance Record](#)
- Have the supervisor review and sign the timesheet or Time and Attendance Record and give it to you by your department's internal deadline,

OR

- Print out the PWRETIM report and have the employee and supervisor review and sign BEFORE the timesheet approval deadline