

# GSD Temporary Payroll Records Retention Schedule

**Note:**

- All payroll records must be stored in a secure (locked) area. Payroll records include appointment forms, time sheets, extra compensation forms, payroll authorizations, work-study referrals forms, journal vouchers, and related correspondence.
- All payroll records must be shredded after the approved retention period.
- Retention dates for time sheets vary depending upon the source of funding. If unsure about the source of funding, contact the Finance Office or retain for 6 years.

<i>Transaction Type</i>	<i>Payroll Coordinators Department Retention Period</i>	<i>GSD Finance Office Retention Period</i>
GSD Hire Paperwork	May be shredded at the end of the fiscal year.	6 Years
Tax Forms & direct deposit forms	Central Payroll is the office of record for these forms.	Central Payroll is the office of record for these forms. GSD Finance will not keep copies of these documents.
I-9 Forms & documentation	Departments should send the original I-9 form and documentation to either the Finance Office or to Central Payroll. If original documentation is sent to Central Payroll, a copy must be sent to the Finance Office.	Central Payroll is the office of record for these forms and must keep records 3 years after date of hire or 1 year after employment is terminated, whichever period is later. GSD Finance will shred copies at the end of the fiscal year.
Timesheets – Work-Study	Timesheets must be sent to GSD Finance Office at the end of the fiscal year.	6 Years (if sponsored coding 6 years after final project account closing unless specified longer by the granting agency).
Timesheets – Non Work-Study	If sponsored coding (fund ranges 100000-299999) 6 years after final project account closing unless specified longer by the granting agency. 4 years if non-sponsored coding.	Not kept on file in the GSD Finance Office.
Time Adjustment Forms or requests for off-cycle checks – work-study	Departmental copy may be shredded after pay-check has been issued.	6 Years (if sponsored coding 6 years after final project account closing unless specified longer by the granting agency).
Time Adjustment Forms or requests for off-cycle checks – non work-study	Departmental copy may be shredded after pay-check has been issued.	6 years if sponsored coding and granting agency does not specify longer period. 4 years if non-sponsored coding
Work-Study Referral Email	May be shredded at the end of the fiscal year.	6 Years (if sponsored coding 6 years after final project account closing unless specified longer by the granting agency).