

Records Management Best Practices: Payroll Records

The following best practices were developed in consultation with the Fredonia Payroll Services Department.

Payroll Services is the official record custodian for the list of records below related to Fredonia Payroll records. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve a legal, operational, or historic value.

Records subject to these standards include the following:

- Employee's Withholding Allowance Certificates
- Payroll Preprocessing Reports
- Biweekly Payroll Processing Records
- Biweekly Payroll Listings (Salary Registers)
- Paycheck Log
- Payroll Deduction and Direct Deposit Records
- Appointment/Personal data forms (student employees only)
- Retirement election forms (student employees only)

*Listed records include those for student assistants and work study students as well

Note: Payroll Services retains their records for the statutorily mandated period of time. A department may request a copy of a supporting document, provided it is a public record, by calling Payroll Services at (716) 673-3775.