

HUMAN RESOURCES
POLICY AND PROCEDURE MANUAL
FOR
MARLBOROUGH HOSPITAL
MARLBOROUGH, MASSACHUSETTS

EFFECTIVE DATE: 03/15/2010 POLICY: HR44
REVISED DATE: 03/15/2010 PAGE: 1 OF 2
REVIEW DATE: 12/14/2016 AUTH BY: Francis Meringolo

CATEGORY: HUMAN RESOURCES / PAYROLL

SUBJECT: PAYROLL RECORD RETENTION POLICY

I. PURPOSE & POLICY STATEMENT:

The purpose of this policy is to provide information to those individuals responsible for payroll processing activities regarding the storage and retention of documentation supporting payroll timekeeping records.

II. SCOPE:

This policy applies to all departments within Marlborough Hospital ("Marlborough"). This policy applies to all payroll documentation and records related to accurately completing time records for all employees.

III. RESPONSIBILITY:

All managers, supervisors and those delegated payroll responsibility are required to comply with this policy.

IV. PROCEDURE:

The following lists the retention documents, period and applicable regulation for various documents produced or received by the Payroll Department.

Document	Length of Retention	Legal Citation
Hard Copy Work Schedules Ansos Electronic Schedules	5 years	455 Code Mass.Reg. 2.06
Time Sheets	5 years	455 Code Mass.Reg. 2.06
Kronos Records, if applicable (Hours worked each day and each week by employee)	5 years	455 Code Mass.Reg. 2.06
Employee Exception Reporting (including Exception Sheets if applicable)	5 years	455 Code Mass.Reg. 2.06
Communications from employees regarding time reporting (email, written notes, etc.)	5 years	455 Code Mass.Reg. 2.06
Approved Time Sheet, Ansos/Kronos Report Reconciliations to Schedules	5 years	455 Code Mass.Reg. 2.06
Paid Time Off Request Forms	5 years	
Jury Duty Forms	5 years	
Bereavement (documentation, if required)	5 years	
Miscellaneous - Other related payroll and HR documentation including situations resulting in paid time off	5 years	

All documentation should be maintained in hard copy personnel folders by employee. Email should be maintained electronically in personal folders by employee.

NOTE: The length of retention for the documents identified above may be extended due to certain circumstances. Refer to Policy 1412, Litigation Investigation Document Hold Policy, for more details.

V. MONITORING:

Managers, supervisors, and employees, together with the Payroll and Human Resources departments are responsible for complying with this policy.

Rescission: This is a new policy effective 3/15/10
Reviewed/Revised: 03/10, 2/11/13, 12/14/2016
Developed by the Human Resources Department.