

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

EFFECTIVE DATE: 03/15/10 POLICY: HR44  
REVIEW DATE: 03/15/10 PAGE: 1 OF 2  
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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 directors, 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.

<b>Document</b>	<b>Length of Retention</b>	<b>Legal Citation</b>
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  
Developed by the Human Resources Department.