
PAYROLL MANAGEMENT

Description: Consists of transaction records relating to payment of employees. Records may include deposits, remittances, tax forms including, T4, T4A, T2200, ROE, reconciliations, payroll processing forms, shift schedules, time sheets, overtime approvals, and pay period documentation.

Filing Guidelines: Records must be securely stored until final disposition. It is the responsibility of the Department of Human Resources to maintain any records that are submitted to HR from the Unit. Once submitted to HR, the Unit is deemed to have a copy. Copies are considered transitory records and should be disposed of according to the Information Management policy. For any records that are not submitted directly to HR but are used to key data into Memorial's Enterprise Resource Planning system (Banner HR), it is the responsibility of the Unit to maintain those records for the retention period defined.

MUNCLASS Function:	Human Resources (HR)
Responsible Unit(s):	Department of Human Resources or Unit
Retention:	Current Year file closed + 7 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	<i>Income Tax Act (RSC 1985)</i>