

**UNIVERSITY OF WISCONSIN SYSTEM
PAYROLL AND BENEFIT
GENERAL RECORDS SCHEDULE**

March 2016



University of Wisconsin System
Payroll and Benefit (EFT)
General Records Schedule

Program Description:

UNIVERSITY OF WISCONSIN – SYSTEM: GENERAL RECORDS AND DISPOSITION SCHEDULES

INTRODUCTION AND PURPOSE:

This retention schedule represents the official University of Wisconsin-System policy with regard to the retention and disposition of all university and public records and information and has the approval of the Wisconsin Public Records Board (PRB). The PRB is the statutory body with the responsibility to safeguard the financial, legal, administrative, and historical interests of the State in the disposition of records through the review of records schedules prepared by State agencies.

This retention schedule also provides guidance to University of Wisconsin-System employees regarding what does and does not comprise a public record. The UW-System Campuses must manage all records to ensure systematic control from creation or receipt through processing, distribution, maintenance, retrieval, retention and final disposal for records retention purposes.

SCOPE:

The University of Wisconsin System comprises fifteen distinct institutions, this schedule pertains to the records and information arising from currently understood UW-System record policies and procedures. It applies to all such records regardless of format or media. While an attempt has been made to describe the records in commonly used terms, there may be instances in which the schedule does not reflect the exact title or name used by a given department. If offices or departments cannot determine by the descriptive information provided on each item whether a given departmental record is covered or not, they should contact their campus University Records Officer. An attempt has been made to include all records commonly required or used within the University campuses. However, as processes change, forms may be modified and new ones created, and documentation requirements may also change. This schedule will be reviewed periodically to insure that it is kept as up-to-date as possible.

UTILITY AND FUNCTION OF INFORMATION PROVIDED WITHIN THIS DOCUMENT:

Minimum Retention Established and Permanent Retention Procedure.

The records retention schedules included within this document establish minimum retention periods for each type of record. The disposition of each record is assumed to be destruction after its minimum retention period or transfer to the Institutional Archives.

Materials That Are Public Records.

Under Wisconsin law, many materials are public records constituting the transaction of public business on behalf of the University Institution. Under Wis. Stat. §16.61, Public records are defined as " all books, papers, maps, photographs, films, recordings, optical disks, electronically

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formatted documents or other documentary materials, regardless of physical form or characteristics, made, or received by any state agency or its officers or employees in connection with the transaction of public business”

Materials That Are Not Public Records.

Under Wisconsin law, many materials are not public records. Non-records should be retained only so long as they are useful as a resource for performing the transaction of public business on behalf of the University. Thereafter, in the interest of efficiency and proper resource management, they should be destroyed. Under Wis. Stat. §16.61, the definition of "Record" does not include: duplicate copies of materials the original copies of which are in the custody of the University and which are maintained only for convenience or reference and for no other substantive purpose; materials in the possession of a library or museum made or acquired solely for reference or exhibition purposes; notices or invitations received by the University that were not solicited by the University and that are not related to any official action taken, proposed or considered by the University; drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; and routing slips and envelopes.

Electronic Record Preservation

Historically, University records have been preserved in paper files. Presently, however, advances in digital technology present a viable alternative to paper records. Because of the potential for electronically-preserved information to be lost over time as electronic systems degrade or become obsolete, electronic systems should be used as the primary manner of preserving historical records only if measures are implemented to ensure appropriate updates to the electronic storage systems are consistently purchased, installed, and maintained, and to ensure the appropriate migration of the electronically-stored information as electronic systems become obsolete and are replaced by new technologies. **Please carefully review these documents prior to storing official copies of public records upon information systems and if you have questions or concerns, then please seek assistance from the campus University Records Officer.**

Because of the consequences of failing to appropriately maintain electronic information technology systems, records storage within an electronic information system must comply with the legal requirements set forth in Board of Regents Policy Document 3-2: University of Wisconsin System Public Records Management; and Wisconsin Administrative Rule 12: Electronic Records Management-Standards and Requirements.

Suspension of the Records Retention Schedule

Records that have reached their destruction date, should nevertheless be retained in the following situations:

1. The records relate to pending or anticipated litigation
2. The records relate to audit or similar review.

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3. The records are subject to a public records request under Wis. Stat. § 19.35(5).
4. Pursuant to Wis. Stat. § 16.61(4)(c), the RDA governing the retention of the records is inactive or under development.

Using the Schedule

- Use the table to locate the record series item.
- Identify whether you are the holder of the official, department, or copy of the record.
- Implement the retention and disposition noted at the level of record you hold.
- If you are uncertain about the records series item or your responsibility for it, contact the Records Officer for clarification.

This Schedule covers the following record series.

- **Employee Time Records (Academic and University Staff)**
- **Time and Labor Administrative Reports**
- **Employee Earnings Statement and Leave Balances and Leave Activity Summary Reporting**
- **Leave Activity Summary Reports – Institution**
- **Leave of Absence Request Forms**
- **Leave of Absence Reports**
- **UW-System Leave Plan Types**
- **Payroll Registers and Vouchers**
- **Garnishment Records**
- **Tax Withholding Reporting Files**
- **Unemployment Compensation Report to Dept. of Workforce Development**
- **COBRA Related Reports**
- **Employee Payroll Case File - Institutional**
- **Employee ETF/ Benefits Case File - Institution**
- **Annual Benefit Statements/Benefit Reports**
- **Summary Reports of Benefits Programs provided to ETF**
- **Wisconsin Retirement System Reporting – WRS**
- **Tax Sheltered Annuity – TSA Multiple Enrollments Reports**

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- **Payroll Accounting and Benefit Reports and Transfers**
- **Core Payroll History Data**

***Access Requirements:** Some records series may contain certain personnel records subject to Wis. Stat. § 19.36(10).

Appraisal Note: These records have no historical value to the university. In order to safeguard the electronic information contain in these records to make sure that it remains accessible and retrievable throughout the specified retention period and to meet the requirements of Wisconsin Administrative Rule 12 for Electronic Records a readability and retrieval check should be completed at least every 3 years.

Laws & Requirements:

This schedule is in compliance with the

- Fair Labor Standards Act (FLSA) 29 CFR Part 516
- Internal Revenue 26 CFR 31.6001
- Coverage of public employees Wisc. Admin. Code Sec. DWD 274.08(2)
- Employee Personnel Records Wis. Stat. § 19.36(10)
- Wisc. Admin. Rule 12 Electronic Records Management – Standards and Requirements

Electronic Systems:

Human Resources Information System (HRS) and Payroll Records

The following factors should be kept in mind in interpreting and applying records retention requirements outlined in this document.

The Human Resource Information System (HRS), holds the official human resource and payroll information received, generated, and maintained on University of Wisconsin System employees, however; UW institutions and employing units will continue to maintain HR and Payroll records including supplemental systems. This means there is a shared responsibility for records retention.

In 2011, the UW Human Resources Information System, was implemented. HRS is a UW System-wide ERP (enterprise resource planning) application. It has replaced many of the systems that have supported the core functions of human resources, benefit and payroll for all UW System institutions. In the spring of 2011, official personnel and payroll information and records were migrated into the HRIS system with the exception of personnel files. This means that these official records are digitally born. This GRS therefore applies first and foremost to the HRIS system, but it also applies to individual UW institutions in situations in which the official record lies within the institution or where supplemental systems managed by the institutions support or supply additional personnel and/or payroll information.

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Other systems that interact with HRS are:

- [HRS PeopleSoft](#)
- [Talent Acquisition Manager \(TAM\)](#)
- [EPM Data Warehouse home](#)
- [Cypress | Reporting home](#)
- [JEMS CHRIS-HR](#).

To take advantage of the data flow between TAM and HR the Manage Hires process MUST be used. Compensation data will flow into HR if the Prepare Job Offer functionality is used, except lump sums or other compensations which require Additional Pay. Additionally, if a position is used when creating a Job Opening in TAM and the Manage Hires process is used to initiate the hire, then all position data will also flow into HR and the Payroll workflow.

Official Records & Copies:

This schedule specifies the designated location of the official record for each series listed. It also identifies retention policies for **all** copies of records, in all locations and in all records media.

- **Official Record:** The official record is the most complete and up-to-date version.
- **Working Copies:** Staff may generally destroy rough draft materials that are subsequently finalized and maintained as part of the official record. However, staff may retain significant drafts when needed to document the decision-making process within the official record.
- **Reference or Convenience Copy:** Staff may maintain duplicate or working copies of records described in this schedule for convenience and/or reference purposes. Copies may be retained for as long as needed, but they should not be kept longer than the RDA for the official copy of record as specified in this schedule. Do not maintain **unnecessary** duplicate copies. When retained for “convenience of reference only,” copies are considered non-records under Wis. Stat. § 16.61(2). Do **not** send copies to storage or retain them for longer than the retention periods specified for the official copy.

For additional information and assistance implementing this retention schedule, contact:

Program Area Contact: University of Wisconsin System - University of Wisconsin Records Officer Council

Agency Records Officer: Peg Eusch, CRM, UW-Madison peg.eusch@wisc.edu

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Approval Signatures

Jennifer Sloan Lattis 12/22/15
UW-System Legal Counsel Date (mm/dd/ccyy)

Jennifer Sloan Lattis
Deputy General Counsel

Jennifer Sloan Lattis 12/22/15
Agency Records Officer Date (mm/dd/ccyy)

Jennifer Sloan Lattis
UWSA Records Officer

PUBLIC Records Board Approval: Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), Open Records Law, and that no Records are destroyed if litigation or audit involving these records has commenced or is anticipated.

Matt Blum 3/8/16
State Archivist Date (mm/dd/ccyy)

G. Thompson 3/17/2016
PRB Executive Secretary Date (mm/dd/ccyy)

APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO March 2026

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1. RDA # /Status	2. Series Title / Description	3. Record Series Year of Creation	4. Medium for Record Storage	5. PII	6. Registry Exempt	7. Confidential	8. Essential (opt.)	9. Official Record Location (opt.)	10. Minimum Retention / Disposition / Event
UWSA GRS for Payroll and Benefits									
UWPAY001 New	<p><u>Employee Time Records (Academic and University Staff)</u></p> <p>Records created or entered by employees to record their work time and/or leave. This includes recording including sick time and vacation, legal holidays and personal time.</p> <p>Electronic submission of leave reports through HRS will be archived in the HRS Enterprise Performance Management (EPM) Data Warehouse for at least Six years which meets the requirements for 29CFR §516.5 (a) Payroll records retention of 3 years.</p> <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	N/A	Paper and Electronic formats	Y	Yes-d. Employee information	Y		HRS and UW Institutions and Departments	<p>Retention: EVT + 6 years EVENT = Date Supervisor Approved Leave Report or Timesheet Report</p> <p>Destroy/Delete Confidential</p>

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UWPAY002 New	<p><u>Time and Labor Administrative Reports</u></p> <p>This series contains various types of reporting from the HRS system to check on reported time. In many instances, these reports monitor issues that need to be resolved or the payroll will not be processed. Records include but are not limited to: Payable Status Report, Total 80-Summations of Reported Time, Future Time Entry, Comparison of Payable Time to Timesheets, Time Approval Reference report, Labor Reference Report, Rejected Time Report; Schedule Definition Report, Weekly/day schedules.</p> <p><u>Confidential under Employee Personnel Records Wis. Stat. § 19.36(10)</u></p>	N/A	Electronic	Y	Yes-d. Employee information	Y	-	UW Institutions and Departments	Retention: CR + 1 Year CR = Date of Creation Destroy/Delete Confidential
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UWPAY003 New	<p><u>Employee Earnings Statement and Leave Balances and Leave Activity Summary Reporting</u> Leave Balance and Activity Reporting. Statements show leave time taken during a designated pay period. Leave balances are available to employees via <i>MyUWPortal</i> or <i>My UWSystem</i> or <i>UW-Extension</i>. Earning Statements, Tax Statements and W-2 are available to employees via <i>MyUWPortal</i> or <i>My UWSystem</i> or <i>UW-Extension</i>.</p> <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	N/A	Electronic in HRS and through the UW Portal	Y	Yes-d. Employee information	Y	-	UW-System and HRS	Retention: EVT + 15 years EVT= Date Report was Created Destroy/Delete Confidential
UWPAY004 New	<p><u>Leave Activity Summary Reports – Institution</u> This report show cumulative year to date leave activity by pay period.</p> <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	N/A	Electronic	Y	Yes-d. Employee information	Y	-	UW Institution	Retention: CR + 15 years CR= Date Report was Created Destroy/Delete Confidential
UWPAY005 New	<p><u>Leave of Absence Request Forms</u> Forms completed by individual UW System employees requesting leaves of absence (other than sabbatical leave) and approved by supervisors and department / employing unit head.</p> <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	N/A	Paper or Electronic	Y	Yes-d. Employee information	Y	-	UW-System and HRS and UW Institutions and Departments	Retention: CR + 5 years CR = Date Create Destroy/Delete Confidential

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<p>UWPAY006 New</p>	<p>Leave of Absence Reports The approval of various types of leaves is processed through HR channels within the particular UW institution or employing unit. The recording /monitoring of leaves falls within the absence management function of HRS. Report lists the employees on a LOA so their payment status can be monitored. The Service Center will use the report to monitor which leave employees have paid and will manually add a general deduction for those who do not pay within the allotted time period so that they can be charged upon return from leave.</p> <p>The following reports are included in this series: Leave of Absence Report-UIA Eligible (JIRA #6908)</p> <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Paper and Electronic</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW-System and HRS HRS and UW Institutions and Departments</p>	<p>Retention: CR + 15 years CR= Date Report was Created</p> <p>Destroy/Delete Confidential</p>
<p>UWPAY007 New</p>	<p>UW-System Leave Plan Types The HRIS system manages several leave plan types: FMLA (Family Medical Leave); University, Academic, Leave without Pay, Sabbatical, Military and other leave plans. HRIS tables contain details of the plans. (When the HR Manager enter employees who have an approved leave status, they are assigned a leave type based on the leave plans.)</p> <p>NOTE: HRIS: The description of the various leave plans must be retained as long as employees are covered by them and are employed by the UW System.</p> <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Electronic</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW-System and HRS</p>	<p>Retention: EVT= Retain until Superseded</p> <p>Destroy/Delete Confidential</p>

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<p>UWPAY008 New</p>	<p><u>Payroll Registers and Vouchers</u> Payroll listings showing gross and net pay, as well as deductions for UW employees. These are the basis for all salary payments and are referred to on questions of back pay and income taxes. Also includes payroll voucher Signature page for each payroll.</p> <ul style="list-style-type: none"> • Payroll Voucher • Payroll listing <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Paper and Electronic</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW-System HRS and UW Institutions</p>	<p>Retention: EVT + 6 years EVT = Fiscal Year</p> <p>Destroy/Delete Confidential</p>
<p>UWPAY009 New</p>	<p><u>Garnishment Records</u> Records consist of UW employee wage actions for state or federal court ordered wage assignments or earnings garnishment, federal IRS levies and Wis. Dept. of Revenue liens.</p> <p>This is consistent with Federal requirement N1-GRS-92-4 item 18.</p> <p>Records may include original writs of garnishment; recapitulations of amounts withheld; and related records.</p> <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Paper and Electronic</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW-System HRS and UW Institutions</p>	<p>Retention: EVT + 6 years EVT= Levy or Garnishment is Terminated</p> <p>Destroy/Delete Confidential</p>

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<p>UWPAY010 New</p>	<p>Tax Withholding Reporting Files Records series includes forms and reports related to employees' federal and state income tax withholding activities and documentation of withholding.</p> <p>Series includes, but is not limited to the following forms and reports:</p> <ul style="list-style-type: none"> • Certificate Of Exemption Prepayment Of Taxes • Employer's Quarterly Federal Tax Return • Employers Annual Reconciliation Of Wisconsin Income Tax Withheld From Wages • Federal Bi-Weekly Tax Deposit Coupon • Federal Income Tax, Social Security, Medicare Bi-Weekly Report • Form 941 Payment Voucher • Statement To Correct Information • Transmittal Of Corrected Income & Tax Amounts • Undeliverable W-2, W-2C, 1042-S and W-200 forms. • Wisconsin Tax Deposit Report Coupon <p>This series also includes MILITARY PAY VOUCHERS that are created for employees.</p> <p><i>NOTE: This series includes interface files that transmit data from the university to Federal and State government. The same retention period applies to the interface file as to the report or form.</i></p> <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Electronic</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW-System HRS</p>	<p>Retention: CR + 5 years CR= Date the Report is created</p> <p>Destroy/Delete Confidential</p>
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<p>UWPAY011 New</p>	<p><u>Unemployment Compensation Report to Dept. of Workforce Development</u> This series includes a report and transfer file (interface) sent to the Dept. of Workforce Development.</p> <p><u>Confidential under Employee Personnel Records Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Electronic</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW-System HRS</p>	<p>Retention: CR + 5 years CR= Date the Report is created</p> <p>Destroy/Delete Confidential</p>
<p>UWPAY012 New</p>	<p><u>COBRA Related Reports</u> Reports related to the eligibility and enrollment in COBRA. Includes report listing individuals denied COBRA coverage because they were dismissed for cause, required COBRA notification for eligible employees, COBRA error report (JIRA #6986), COBRA Notification Letters and Enrollment Forms (JIRA #6985)</p> <p><u>Confidential under Employee Personnel Records Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Electronic</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW-System HRS</p>	<p>Retention: EVT + 5 years EVT= Date of Employee Termination</p> <p>Destroy/Delete Confidential</p>

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<p>UWPAY013 New</p>	<p>Employee Payroll Case File - Institutional</p> <p>Records series includes various documents that are maintained in the Institutional Payroll office and regularly superseded by updated documents during the employee's term of employment in the institution.</p> <p>Items in both series include the following items: Withholding Agreements: Forms filed by employees authorizing withholding of income from paychecks. Records in this series include required withholding agreements, notifying the employer (State) of federal and State income tax withholding allowances; tax sheltered annuity, deferred compensation and savings bond authorizations; and various other voluntary authorizations. Records in this series are used to document withholding agreements and authorizations for each employee.</p> <p>Series includes but is not limited to the following agreements/forms:</p> <ul style="list-style-type: none"> • Tax Withholding Forms such as: IRS 1001, IRS 8233, W4, Earned Income Credit, WT-4 State Withholding Allowances • Other Withholding (For a detailed list please consult index.) • Accidental Death & Dismemberment Application • Dental Insurance Application • Direct Deposit Authorization • Employee Reimbursement Account Enrollment Form • Savings Bond Deduction Authorization • Tax Sheltered Annuity Authorization • Miscellaneous Dues and Deduction Authorization Cards <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Paper and Electronic</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW Institutions</p>	<p>Retention: EVT + 50 years EVT= Date of Employee Termination</p> <p>Destroy/Delete Confidential</p>
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<p>UWPAY014 New</p>	<p><u>Employee ETF/ Benefits Case File - Institution</u> This records series includes the benefit forms, withholding, applications, notifications, etc. that are current at the time of employee termination. After the employee terminates from the particular Institution, the case file is maintained to determine the employee's rights to various benefits. These records are the responsibility of the employing institution. Employees will complete new withholding authorization forms when they move to another Institution. However, records in this series may be used to provide backup documentation of the employee's payroll activities.</p> <p>State of Wisconsin ETF is the official holder of Benefit Records.</p> <p><u>Confidential under Employee Personnel Records Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Paper or Electronic</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW Institutions</p>	<p>Retention: EVT + 5 years EVT= Date of Employee Termination</p> <p>Destroy/Delete Confidential</p>
<p>UWPAY015 New</p>	<p><u>Annual Benefit Statements/Benefit Reports</u> This series consists of Annual benefit statements produced by the HRIS system. This statement reflects all benefit programs in which the employee is currently enrolled and total employer/employee contributions to them.</p> <p>Access to employees via <i>MyUWPortal</i> or <i>My UWSystem</i> or <i>UW-Extension</i></p> <p><u>Confidential under Employee Personnel Records Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Electronic</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW-System HRS</p>	<p>Retention: EVT + 5 years EVT= Date of Termination of Employee</p> <p>Destroy/Delete Confidential</p>

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<p>UWPAY016 New</p>	<p><u>Summary Reports of Benefits Programs provided to ETF</u> Records series includes copies of summary reports of benefit programs that are administered by the Department of Employee Trust Funds (ETF) and other insurance carriers as listed below Summary Reports to/from. Also includes Enrollment Reports and Benefit Confirmation Reports and Program Vendor Data Files and Life Insurance Reports send to vendors.</p> <p>ETF-UW: This group of records includes various summary reports required to be sent to ETF by UW. Reports are used to remit funds and provide information on benefits accrued in ETF-administered programs, including WRS, ERA, health, life, and ICI insurance's.</p> <p><i>NOTE: The UW must retain copies of reports sent to ETF if applicable to employees in their agency for seven years in order to correct information</i></p> <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Electronic</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW-System HRS</p>	<p>Retention: CR + 7 years CR= Date the Report is created</p> <p>Destroy/Delete Confidential</p>
<p>UWPAY017 New</p>	<p><u>Wisconsin Retirement System Reporting – WRS</u> Electronic Data file is created after each payroll is processed that includes data for each employee, including the employment category, earning, hours worked and data necessary for monthly and annual WRS Reporting.</p> <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Electronic</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW-System HRS</p>	<p>Retention: CR + 15 years CR= Date the Report is created</p> <p>Destroy/Delete Confidential</p>

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UWPAY018 New	<p><u>Tax Sheltered Annuity – TSA Multiple Enrollments Reports</u> Reports to identify employees with multiple TSA enrollments who are close to reaching the IRS maximum to determine which TSA deduction to allow to go through, and which deductions to manually override for the remainder of the Year.</p> <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	N/A	Electronic	Y	Yes-d. Employee information	Y	-	UW-System HRS	<p>Retention: CR + 5 years CR= Date the Report is created</p> <p>Destroy/Delete Confidential</p>
UWPAY019 New	<p><u>Payroll Accounting and Benefit Reports and Transfers</u> Record series consists of reports and correspondence that have fiscal audit value related to transfers of payroll funds. Series documents issues and concerns related to transfers of funds to banks for state payroll, reports that total saving bond deduction totals and other summary accounting reports that provide backup documentation to support the WISMART system.</p> <p>Items in this series include but are not limited to the following:</p> <ul style="list-style-type: none"> • Electronic Deposit Correspondence between processing center and banks that deposit employee paycheck through electronic deposit. • ACH – Automatic Check Transfer – Cancellations Notice • Saving Bond Deduction Total Reports • Saving Bond Payment form • Retroactive Benefit Calculation Report – (JIRA #6919) • Retroactive Benefit Missing Premium Report (JIRA#6905) • Deduction Pre-pay Reconciliation Report (JIRA#6905) <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	N/A	Electronic	Y	Yes-d. Employee information	Y	-	UW-System HRS	<p>Retention: CR + 5 years CR= Date the Report is created</p> <p>Destroy/Delete Confidential</p>

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<p>UWPAY020 New</p>	<p>Core Payroll History Data</p> <p><i>NOTE: The wording for this record series remains the same as it was in the original GRS. The Department of Administration does not maintain a central payroll roster or data file for the University of Wisconsin System. The responsibility for maintaining a permanent payroll history data will continue with HRS. The retention period is 50 years. Currently, this long term retention requirement is met by microfiche.</i></p> <p>This electronic file includes the results of personnel transactions affecting employee's payroll such as hires, transfers, terminations, reclassifications and reallocations. Files contain data elements for each employee, including appointments, deductions, hours, payroll balances, deduction balances, and retroactive adjustments to hours worked, lump-sum pay adjustments, dollar and hour balance adjustments, refunds, wage assignments and check cancellations. This electronic file functions as the source for federal and state tax reporting, W-2 production and other year-end reports.</p> <p>The HRS Core Payroll data file is created when payroll calculation data is created /added to the employee permanent payroll history after the payroll confirmation process has been run.</p> <p>The payroll microfiche jacket will contain the following types of information: date of payroll, type of payroll, gross earnings, and deferred items. The jacket will be maintained with the Master Payroll Fiche for 50 years. REVISED: This paragraph was added by the Public Records Board 11/19/97.</p> <p>Also included under these records series and the 50 year retention requirement are the following reports: Audit Tables Query Report (JIRA #6918)</p> <p>Confidential under Employee Personnel Records <u>Wis. Stat. § 19.36(10)</u></p>	<p>N/A</p>	<p>Electronic In HRS after 2011. Pre 2011 Master Fiche / Tape for all UW Institutions maintained by HRS</p>	<p>Y</p>	<p>Yes-d. Employee information</p>	<p>Y</p>	<p>-</p>	<p>UW-System</p>	<p>Retention: CR + 50 years CR= Date the Report is created</p> <p>Destroy/Delete Confidential</p>
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UWPAY021	<p><u>System-wide Tax Summary</u> This is a printout done annually which includes all income tax information on each employee.</p> <p><u>Confidential under Employee Personnel Records Wis. Stat. § 19.36(10)</u></p>	1943 - Present	Paper	Y	Yes-d. Employee information	Y	-	UW-System	EVT+7 Years Transfer to UW-Madison Archives
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Related Records Series or Statewide General Records Schedules (GRS) <i>Note: information only</i>		
RDA Number	Record Series Title and Description Description	Notes/Comments

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Closed/Superseded Series			
<i>Note: information only. To close or supersede RDA series, complete form DOA-3806</i>			
RDA Number	Record Series Title	Minimum Retention and Disposition	Action Taken
UWPY001	Time and Labor From	Retain 5 years Destroy Confidential	Superseded into UWPAY001
UWPY034	Timesheets	EVT+5 Date of the Pay period Destroy Confidential	Superseded into UWPAY001
UWPY0002	Time and Labor Administrative Reports	Retain 1 month Destroy Confidential	Superseded into UWPAY002
UWPY0009	Earning Statements	CR+15 years Destroy confidential	Superseded into UWPAY003
UWPY0010	Leave Activity Summary Reports	CR+15 years Destroy confidential	Superseded into UWPAY004
UWPY012	Leave Forms	CR + 5 years Destroy Confidential	Superseded into UWPAY005
UWPY007	Leave of Absence Reports	CR + 15 Years Destroy Confidential	Superseded into UWPAY006
UWPY0008	Leave Plans	Retain until Superseded	Superseded into UWPAY007

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UWPO0037	Payroll Register and Voucher	Fiscal + 6 Years Destroy Confidential	Superseded into UWPAY008
UWPY0042	Garnishment Report	CR + 7 Years Destroy Confidential	Superseded into UWPAY009
UWPY0043	Tax Withholding Reporting Files	Fiscal + 7 Years Destroy Confidential	Superseded into UWPAY010
UWPY0039	Unemployment Compensation	CR + 6 Years Destroy Confidential	Superseded into UWPAY011
UWPY0029	COBRA Related Reports	CR + 7 Years Destroy Confidential	Superseded into UWPAY012
UWPY0015	Employee Payroll Case File	EVT + 50 Destroy Confidential	Superseded into UWPAY013
UWPY0030	Terminated Employee Case Files	EVT + 5 Years Destroy Confidential	Superseded into UWPAY014
UWPY0032	Annual Benefit Statements	EVT + 5 Date of Employee Termination Destroy Confidential	Superseded into UWPAY015
UWPY0023	DETF Benefit Reports	CR + 7 Years Destroy Confidential	Superseded into UWPAY016

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UWPY0021	Enrollment Reports	CR + 7 Years Destroy Confidential	Superseded into UWPAY016
UWPY0022	Benefit Confirmations Reports	CR + 7 Years Destroy Confidential	Superseded into UWPAY016
UWPY028	Benefit Program Vendor Data Files	CR + 7 Years Destroy Confidential	Superseded into UWPAY016
UWPY0031	Life Insurance Reports and Interfaces Sent to Vendors	CR + 7 Years Destroy Confidential	Superseded into UWPAY016
UWPY0014	Wisconsin Retirement System Files and Reports	CR + 15 years Destroy Confidential	Superseded into UWPAY017
UWPY0018	TSA Multiple Enrollments Report	CR + 5 Years	Superseded into UWPAY018
UWPY0019	Payroll Accounting and Benefits Reports and Transfer	CR + 4 Years	Superseded into UWPAY019
UWPY0033	HRS Core Payroll History Data	CR + 50 Years	Superseded into UWPAY020
The following Records Series are Closed			
UWPY0003	Employee Login IP Address	CR + 5 Destroy Confidential	Closed
UWPY0004	Time/Collection / Reporting Device	CR + 5 Destroy Confidential	Closed
UWPY0005	Payable Time (Classified Employees Only)	CR + 5 Destroy Confidential	Closed
UWPY0006	Time and Labor Audit/ Error Reports	Fis + 4 Destroy Confidential	Closed

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UWPY0011	Leave Reports	CR + 5 Destroy Confidential	Closed
UWPY0013	Absence Management System HRS System Audit Reports	Administrative need not to exceed 6mos.	Closed
UWPY0017	Benefit Audit/Error/Reference Reports	Retain until administrative need has concluded, not to exceed one year.	Closed
UWPY0020	Active ETF Participant Case File Records	Event (Death) + 25 years or Event (Separation benefit or single sum annuity) + 40 years	Closed. ETF maintains the official record.
UWPY0024	TSA and Wisconsin Deferred Compensation Documentation	CR + 7 included in the Benefit Case file	Closed. Already in the Benefit Case file.
UWPY0035	Payroll Processing Reports	Retain to meet administrative needs not to exceed 18 months	Closed
UWPY0036	HRS Payroll Audit Logs	CR + 3 years	Closed
UWPY0038	Work Study Reports	CR + 5 Years	Closed see financial aid schedules

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UWPY0040	Withholding Authorizations	Retain until termination and transfer to UWPY0030 Terminated Employee Case file	Closed
UWPY0041	Payroll Audit / Error Reports	Retain to meet administrative needs not to exceed 1 year	Closed
UWPY0044	Wisconsin PMIS File	CR + 3 pay periods	Closed

Revision History <i>Note: information only</i>			
Revision Date	RDA Number	Record Series Title	Action Taken
August 2011			UWSA Payroll and Benefit General Records Schedule updated and approved.
December 2015			UWSA Payroll and Benefit General Records Schedule updated due to changes in process and redesign

