

Maine State General Schedules – Revised June 2015 (MFASIS-HR Reports)

General Schedule Number: 11 MFASIS-HR REPORTS

1 REPORTS GENERATED BY MFASIS SYSTEM

The Maine Financial and Administrative Statewide Information System (MFASIS-HR) is a biweekly payroll/personnel/position control system that supports all employees in all branches of state government. MFASIS-HR provides flexible functionality for state human resources and payroll administrators and assures conformity to state and federal financial and legal requirements. MFASIS-HR is comprised of four major subsystems: Human Resources - Personnel; Payroll; Position Control; and Benefits Administration. Destroy when superseded by more current information. In no case should a report be retained longer than the record series to which the report relates (see General Schedules 1-10).

Agency of Record:	Creating Agency
Retention of Record Copy:	Destroy When Updated
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/4/2015

¹ Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.