

Maine State General Schedules – Revised June 2015 (Payrolls & Authorizations Series)

General Schedule Number: 3 Payrolls & Authorizations

1 PAYROLL REGISTER - EXCEPTION COPY

(Last page only.) Contains gross wage and deductions for given pay date and authorized signatures of agency.

| | |
|----------------------------------|--------------------|
| Agency of Record: | Accounts & Control |
| Retention of Record Copy: | 8 |
| Disposal: | Destroy |
| Retention of Record Copy: | 8 |
| Retention of Copies: | 3 |
| Date Adopted: | 9/20/1989 |

2 PAYROLL REGISTER - PAID COPY

Actual paid copy of payroll registers, contains all paycheck information for each State employee.

| | |
|----------------------------------|--------------------|
| Agency of Record: | Accounts & Control |
| Retention of Record Copy: | 60 |
| Disposal: | Destroy |
| Retention of Copies: | 3 |
| Date Adopted: | 9/20/1989 |

3 HUMAN RESOURCE PROFILE

(Formerly Personnel Management Data Form--"Turnaround Form.") Personnel authorizations effecting changes in employee's pay. Retention periods counted from date file becomes inactive.

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|----------------------------------|---------------------------|
| Agency of Record: | Bureau of Human Resources |
| Retention of Record Copy: | 60 |
| Disposal: | Destroy |
| Retention of Copies: | 3 |
| Date Adopted: | 12/18/2001 |

4 PAYROLL DEDUCTION AUTHORIZATIONS

Listing of all voluntary payroll deductions from employee checks (i.e., health insurance, union dues, credit union, etc.) Agency copy's retention period counted from termination of employee.

| | |
|----------------------------------|----------------------|
| Agency of Record: | Agency of Employment |
| Retention of Record Copy: | 3 |
| Disposal: | Destroy |
| Retention of Copies: | 1 |
| Date Adopted: | 9/11/2003 |

5 HEALTH AND DENTAL INSURANCE EXCEPTIONS

Lists all payroll deductions to the monthly health and dental insurance billings.

| | |
|----------------------------------|--------------------|
| Agency of Record: | Accounts & Control |
| Retention of Record Copy: | 3 |
| Disposal: | Destroy |
| Retention of Copies: | 3 |
| Date Adopted: | 9/11/2003 |

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.

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6 MS TAMS

Weekly online time and attendance record completed and electronically signed by employee and verified by supervisor showing hours worked, vacation, sick leave and overtime. Retain last audited year through current State audit.

| | |
|----------------------------------|-----------------|
| Agency of Record: | Creating Agency |
| Retention of Record Copy: | 3 |
| Disposal: | Destroy |
| Retention of Copies: | N/A |
| Date Adopted: | 6/4/2015 |

(Series 7 is obsolete)

8 STATE VEHICLES FOR COMMUTING FORMS

Information collected each year documenting the value of using an employee-assigned state vehicle for commuting from home to work site. The Controller's office maintains this as part of the supporting records to Form W-2.

| | |
|----------------------------------|--------------------|
| Agency of Record: | Accounts & Control |
| Retention of Record Copy: | 3 |
| Disposal: | Destroy |
| Retention of Copies: | 3 |
| Date Adopted: | 9/24/2003 |

² 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.