

## State General Schedule 3 - Payroll Records

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

Unless otherwise noted, retention begins when records are considered closed (when the normal business process has concluded).

NOTE: The [State Controller's Office](#) retains official State employee payroll records for 60 years. Individual agencies must keep employee records or have access to electronic records for the determined retention periods below.

Series	Title	Description	Retention
GS3.1	Employee Timesheets	Weekly time and attendance record completed and signed by employee and verified by supervisor showing hours worked, vacation, sick leave, and overtime (paper or electronic).	Retain 6 years then destroy
GS3.2	Health and Dental Insurance Exceptions	Lists all payroll deductions to the monthly health and dental insurance billings.	Retain 3 years then destroy
GS3.3	Human Resource Profile	Personnel authorizations effecting changes in employee's pay.	Retain 3 years after file becomes inactive then destroy
GS3.4	Payroll Deduction Authorizations	Listing of all voluntary payroll deductions from employee checks (i.e., health insurance, union dues, credit union, etc.)	Retain 3 years after termination of employee then destroy
GS3.5a	Payroll Register - Exception Copy	(Last page only) Contains gross wage and deductions for given pay date and authorized signatures of agency.	Retain 3 years then destroy
GS3.5b	Payroll Register - Paid Copy	Actual paid copy of payroll registers, contains all paycheck information for each State employee.	Retain 3 years then destroy