

Central Office of Human Resources Unit Retention of HR Documents

The Office of Human Resources needs to review files and take appropriate action according to the retention and destruction guidelines. Destruction of records must be cleared through the University Records Management Office. Questions pertaining to records management should be addressed to Dennis Taylor, University Records Manager at (864)656-4751, td@clemson.edu.

DOCUMENT TYPE

CLASS & COMPENSATION

AWARDS AND BONUSES	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=08154
ORGANIZATIONAL CHART	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=08157
PERFORMANCE INCREASE	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=08154
POSITION DESCRIPTIONS (PDs)	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=08149
REQUEST FOR BASE SALARY CHANGE FOR FILLED POSITIONS ONLY (Former form name REQUEST FOR SALARY APPROVAL)	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=08154
REQUEST TO RECRUIT POSITON APPROVAL FORM / REQUEST TO FILL POSITION APPROVAL FORM (Former form name REQUEST TO RECRUIT OR FILL POSITION)	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=08156

DATABASE AND RECORDS

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ADDRESS CHANGE	ORIGINAL	Office of Human Resources Internal Retention Guidelines: 1 year; destroy
DUAL EMPLOYMENT REQUEST FORM	ORIGINAL will transfer to personnel file	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=00843
EMPLOYMENT VERIFICATIONS (CURRENT AND PRIOR EMPLOYEES FOR LOANS, EMPLOYMENT, ETC, OTHERS)	ORIGINAL	Office of Human Resources Internal Retention Guidelines: 1 year; destroy
I - 9 FORMS AND SUPPORTING DOCUMENTATION	ORIGINAL filed in the records room at HR, separate from personnel file	http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=00845
JOB EVALUATION FORM (JEF)	ORIGINAL	This document follows the same retention as the following schedule for temporary grant documents: http://media.clemson.edu/library/records_management/5337HumanResources.pdf#nameddest=08159
NAME CHANGE	ORIGINAL	Office of Human Resources Internal Retention Guidelines: 1 year; destroy
RECORD CORRECTIONS FOR EMPLOYEES	ORIGINAL	Office of Human Resources Internal Retention Guidelines: 1 year; destroy

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TEMPORARY GRANT FILE	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=08159
TIME LIMITED PROJECT FILE	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=08159

EMPLOYEE RELATIONS

GRIEVANCE FILES	ORIGINAL	CU 90007 GRIEVANCE FILES Description: Files concern grievance proceedings initiated by university employees. Information includes copies of each grievant's original grievance filing, copies of the decisions rendered at each level of the grievance procedures, copies of the grievance and appeals procedure for state agencies and state employees, and copies of the final decision rendered by the State Employee's Grievance Committee. Retention: <i>Record copy</i> : 15 years after resolution; destroy. <i>Duplicates</i> : 2 years after resolution; destroy.
INCIDENT REPORTS (INDIVIDUAL NOTES OF REPORTED INCIDENTS)	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=00846

LEAVE

LEAVE POOL DOCUMENTATION	ORIGINAL AT COMPLETION, TO REPLACE PERSONNEL FILE COPY AT THE END	CU 00844 LEAVE-TRANSFER PROGRAM FILES Description: Document the University's leave-transfer program. Series includes Receive Request forms, Donate Request forms, and computer printouts reflecting information taken from the forms. Retention: 3 years; destroy.
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PAYROLL

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DOCUMENT TYPE		
CLOSED ACCOUNT (CHECKING ACCOUNT)	ORIGINAL	Office of Human Resources Internal Retention Guidelines: Keep until superseded or no longer needed for reference; destroy
DEDUCTION - EMPLOYEE ASSOCIATION	ORIGINAL	CU 00685 EMPLOYEE DEDUCTIONS INFORMATION FORM (Authorization Cards for Voluntary Deductions) Description: Document deduction of monies from employee wages. Information includes payroll period beginning date, deduction description, effective coverage, and other related information. Retention: 3 years after termination, cancellation, or change of authorization; destroy. <i>Supersedes: CU-VPBF-FM-56</i>
DEDUCTION - GOOD HEALTH APPEAL	ORIGINAL	CU 00685 EMPLOYEE DEDUCTIONS INFORMATION FORM (Authorization Cards for Voluntary Deductions) Description: Document deduction of monies from employee wages. Information includes payroll period beginning date, deduction description, effective coverage, and other related information. Retention: 3 years after termination, cancellation, or change of authorization; destroy. <i>Supersedes: CU-VPBF-FM-56</i>
DEDUCTION - IPTAY	ORIGINAL	CU 00685 EMPLOYEE DEDUCTIONS INFORMATION FORM (Authorization Cards for Voluntary Deductions) Description: Document deduction of monies from employee wages. Information includes payroll period beginning date, deduction description, effective coverage, and other related information. Retention: 3 years after termination, cancellation, or change of authorization; destroy. <i>Supersedes: CU-VPBF-FM-56</i>
DEDUCTION - LOYALTY FUND	ORIGINAL	CU 00685 EMPLOYEE DEDUCTIONS INFORMATION FORM (Authorization Cards for Voluntary Deductions) Description: Document deduction of monies from employee wages. Information includes payroll period beginning date, deduction description, effective coverage, and other related information. Retention: 3 years after termination, cancellation, or change of authorization; destroy. <i>Supersedes: CU-VPBF-FM-56</i>
DEDUCTION - TIGER STRIPE	ORIGINAL	CU 00685 EMPLOYEE DEDUCTIONS INFORMATION FORM (Authorization Cards for Voluntary Deductions) Description: Document deduction of monies from employee wages. Information includes payroll period beginning date, deduction description, effective coverage, and other related information. Retention: 3 years after termination, cancellation, or change of authorization; destroy. <i>Supersedes: CU-VPBF-FM-56</i>

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DOCUMENT TYPE

DEDUCTION - UNITED WAY	ORIGINAL	CU 00685 EMPLOYEE DEDUCTIONS INFORMATION FORM (Authorization Cards for Voluntary Deductions) Description: Document deduction of monies from employee wages. Information includes payroll period beginning date, deduction description, effective coverage, and other related information. Retention: 3 years after termination, cancellation, or change of authorization; destroy. <i>Supersedes: CU-VPBF-FM-56</i>
DEDUCTION -PARKING REGISTRATION	ORIGINAL	CU 00685 EMPLOYEE DEDUCTIONS INFORMATION FORM (Authorization Cards for Voluntary Deductions) Description: Document deduction of monies from employee wages. Information includes payroll period beginning date, deduction description, effective coverage, and other related information. Retention: 3 years after termination, cancellation, or change of authorization; destroy. <i>Supersedes: CU-VPBF-FM-56</i>
DEDUCTION-CREDIT UNION	ORIGINAL	CU 00685 EMPLOYEE DEDUCTIONS INFORMATION FORM (Authorization Cards for Voluntary Deductions) Description: Document deduction of monies from employee wages. Information includes payroll period beginning date, deduction description, effective coverage, and other related information. Retention: 3 years after termination, cancellation, or change of authorization; destroy. <i>Supersedes: CU-VPBF-FM-56</i>
DIRECT DEPOSIT	ORIGINAL	CU 00684 AUTOMATIC BANK DEPOSIT AUTHORIZATION Description: Documents deposit of payroll checks directly into employee accounts. Information includes employee name, copy of deposit slip, effective date, and other related information. Retention: 3 years after termination, cancellation, or change of authorization; destroy. <i>Supersedes: CU-VPBF-FM-54</i>
EXPRESS CHECK FORM	ORIGINAL	Office of Human Resources Internal Retention Guidelines: 2 years; destroy
GARNISHMENTS	ORIGINAL	Office of Human Resources Internal Retention Guidelines: 3 years following completion of garnishment; destroy
INSURANCE RECEIPTS	ORIGINAL	CU 00680 INSURANCE BILLINGS AND RECEIPT BOOKS Description: Information concerning insurance coverage and adjustments for subscribers in the Insurance Benefits System. Information includes group identification number, net change and reason, receipts for cash payments made by employees for dependent coverage, and related information. Retention: 3 years; destroy. <i>Supersedes: CU-VPBF-FM-47</i>

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DOCUMENT TYPE

STOP PAYMENT/LOST CHECK	ORIGINAL	Office of Human Resources Internal Retention Guidelines: 3 years or until superseded, or no longer needed for reference; destroy
W-2	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=fm49
W-2 REQUEST	ORIGINAL	Office of Human Resources Internal Retention Guidelines: Until superseded or no longer needed for reference; destroy
W-4	ORIGINAL	<p>CU-VPBF- EMPLOYEE WITHHOLDING AND EXEMPTION FM-57 CERTIFICATES</p> <p>Description: Document the number of withholdings and exemptions claimed by employees. The Withholding Allowance Certificate includes employee's name, address, social security number, marital status, total number of allowances claimed, additional amounts, if any, being deducted from each pay, exemptions, employer's name and address, office code, and employer's identification number. The Withholding Exemption Certificate includes employee's name, address, social security number, number and type of exemptions, name of dependents, date, and signature.</p> <p>Retention: 5 years after termination or superseded by new certificate and completion of all audits; destroy.</p>
W-5 (USED FOR EMPLOYEES WHO WISH TO CLAIM EARNED INCOME CREDIT ADVANCE PAYMENT CERTIFICATE)	ORIGINAL	<p>CU-VPBF- EMPLOYEE WITHHOLDING AND EXEMPTION FM-57 CERTIFICATES</p> <p>Description: Document the number of withholdings and exemptions claimed by employees. The Withholding Allowance Certificate includes employee's name, address, social security number, marital status, total number of allowances claimed, additional amounts, if any, being deducted from each pay, exemptions, employer's name and address, office code, and employer's identification number. The Withholding Exemption Certificate includes employee's name, address, social security number, number and type of exemptions, name of dependents, date, and signature.</p> <p>Retention: 5 years after termination or superseded by new certificate and completion of all audits; destroy.</p>

RECRUITMENT

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DOCUMENT TYPE

BACKGROUND CONSENT FORM	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=06866
DMV REQUEST FORM	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=06866
EXCEPTIONAL HOURLY RATE FOR STUDENTS (STUDENTS INCREASES)	ONLINE	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=08155
JOB POSITINGS	ONLINE & COPY	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=06866
REQUEST TO RECRUIT OR FILL A POSITION FORM (OLD FORM AS OF 2009)	ORIGINAL	http://media.clemson.edu/library/records_management//5337HumanResources.pdf#nameddest=08156

RETIREMENT

SUPPLEMENTAL RETIREMENT DOCUMENTS (401k, 403b, 457 PLANS)	ORIGINAL SEPARATE FROM PERSONNEL FILE DUE TO DIFFERENT RETENTION	CU-VPBF- AUTHORIZATION FOR ANNUITY CONTRACTS / FM-7 ANNUITY BILLINGS AND RECEIPT BOOKS Description: Agreements between Clemson University and employees who have elected to reduce their salaries in order to buy into annuity systems.. Retention: Permanent; microfilm. CU
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