

# 0665 Employee and Student Payroll Files

*Description:* Records relating to all employees and student workers, including name, address, sex, DOB, occupation, hours worked, wages paid, hourly rate, additions and deductions from wages, garnishment records, etc. Also, records relating to employee authorizations for payroll deductions and timekeeping records. Includes forms completed by employees and supporting documentation.

*Examples:* Records may include deduction authorization records, individual employee pay records, timekeeping records, payroll check and adjustment records, student timesheets, time off tracking documentation, and withholding transmittals.

*Retention Period:* **Retain for 6 years, and then securely destroy.**

*Authority:* 29 C.F.R. § 1627.3; 29 C.F.R. § 516; 48 C.F.R. § 4.7; 149 M.G.L. §105A; 151 M.G.L. § 15