

# Guide: Maintaining Payroll Documentation

## **Records must be maintained by the department for six years.**

All documentation related to hours worked and leave taken be maintained in hard copy files by fiscal year. Examples of documentation include but are not limited to

- PWRETIM reports
- Departmental leave slips
- Hard copy timesheets
- Related correspondence (ie. Emails)

**If you electronically submit hours or leave for an employee**, print out the PWRETIM report and have the employee sign off on the report for time or leave submitted for them.

**If you approve your own time electronically**, print out the PWRETIM report and have your supervisor sign to indicate approval.

**If a department keyer enters employee's time to the electronic timesheet**, a daily record of hours worked or leave taken should be signed by the employee and supervisor and kept on file.

**If you electronically approve time for employees for whom you are not the supervisor**, obtain confirmation of the hours submitted from the supervisor by

- Having the employee print out their own electronic timesheet, have it signed by their supervisor and give it to the Timesheet Approver (TSA) by the department's internal deadline, OR
- Printing out the PWRETIM report for the supervisors and have them review and sign beside the name(s) of the employee(s) they supervise. This can be done before the TSA's approve the time by the payroll noon deadline, OR
- Having the supervisors review the PWRETIM after the TSA has approved time, sign and return it to the TSA before payday. This allows time to contact Payroll Services to avoid an overpayment.