

SUBJECT: Human Resources Record Keeping Guidelines

POLICY STATEMENT:

To ensure HealthAlliance is in compliance with state and federal regulations for retention of all required Human Resources records. To provide information to those individuals responsible for payroll processing activities regarding the storage and retention of documentation supporting payroll timekeeping records.

APPLICABILITY:

This policy applies to all departments within HealthAlliance. This policy applies to all payroll documentation and records related to accurately completing time records for all employees.

RESPONSIBILITY & PROCEDURE:

All supervisors, managers, directors and those delegated payroll responsibility are required to comply with this policy. Human Resources will retain all employee records at a minimum as mandated by State and Federal requirements per the attached Record Retention Reference Tool. Records will be destroyed after the specified time period.

Employees may review their records upon written request during normal business hours in the Human Resources Department. HealthAlliance will provide access to the file within 5 days of the date on which the written request was submitted. Employees may also request in writing a copy of their file.

The following lists payroll timekeeping records and Human Resource records that must be retained, the time period for these documents to be retained and applicable regulations or HealthAlliance policies governing their retention.

Origin:
_____*New Policy*
_____*Supersedes* _____
_____*Dated:* _____
_____*See Also:* _____

Revision Date: 3/10, 1/13, 12/16

Document	Length of Retention	Legal Citation
Hard Copy Work Schedules Ansos Electronic Schedules	5 years	455 Code Mass.Reg. 2.06
Time Sheets	5 years	455 Code Mass.Reg. 2.06
Kronos Records (Hours worked each day and each week by employee)	5 years	455 Code Mass.Reg. 2.06
Employee Exception Reporting (including Green Sheets)	5 years	455 Code Mass.Reg. 2.06
Communications from employees regarding time reporting (email, written notes, etc.)	5 years	455 Code Mass.Reg. 2.06
Approved Time Sheet Reconciliations to Schedules	5 years	455 Code Mass.Reg. 2.06
Paid Time Off Request Forms	5 years	
Jury Duty Forms	5 years	
Bereavement (documentation, if required)	5 years	
Miscellaneous - Other related payroll and HR documentation including situations resulting in paid time off	5 years	
EEO Reports	3 years.	7 years
Employee relations files, including CORI info	No specific requirement.	Keep current calendar year plus 2 prior calendar years. If another incident occurs within 2 years, the file is kept 2 years from the date of the new incident.
Employment Applications	2 years.	Current calendar year plus two prior calendar years.
Health plan subscriber lists and requisitions	No specific requirement.	5 years
I9s	3 years after date of hire or 1 year past end of employment, whichever is longer. EEO indicated I9s cannot be filed in personnel folder.	3 years after date of hire or 1 year past end of employment, whichever is longer.
Occupational health employee medical records	30 years after date of termination.	30 years after date of termination.
Pension files	No specific requirement.	Only destroy after employee receives a distribution.
Personnel files (employee files)	No specific requirement.	Current calendar year plus 7 prior years from date of termination. Check for Pension Plan information before destroying.
Tuition applications	3 years.	Current calendar year plus 3 prior years.
Sybilla Orth Young scholarship applications		
Benefit Plan 5500s	7 years	7 years

Origin:

_____ *New Policy*
 _____ *Supersedes* _____
 _____ *Dated:* _____
 _____ *See Also:* _____

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All documentation should be maintained in hard copy personnel folders by employee. Email should be maintained electronically in personal folders by employee.

NOTE: The length of retention for the documents identified above may be extended due to certain circumstances. Refer to Policy 1412, Litigation Investigation Document Hold Policy, for more details.

IV. RESCISSION: This is a new policy and becomes effective upon issuance.

V. MONITORING: The next level of supervision of the employee responsible for retaining these documents should periodically determine the documents are being retained for the appropriate time period.

Origin:
_____ *New Policy*
_____ *Supersedes* _____
_____ *Dated:* _____
_____ *See Also:* _____

Revision Date: 3/10, 1/13, 12/16

Issued and Approved by:



Julie DeBono
Senior Director, Human Resources

1/9/17

Date



Deborah K. Weymouth, FACHE
President & CEO

1/10/17

Date

Origin:

 New Policy

 Supersedes

 Dated:

 See Also:

Revision Date: 3/10, 1/13, 12/16