



Human Resources
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Non-Pay Faculty Leave Records Policy

The State of Florida General Records Schedule GS1-SL Item #195 states:

PAYROLL RECORDS: SUPPORTING DOCUMENTS Item #195

This record series consists of, but is not limited to, time sheets/cards and certification reports signed by the supervisor approving hours worked by employees, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials.

RETENTION: 5 FISCAL YEARS

In accordance with this policy I understand that my department is fully responsible for auditing and maintaining the leave records for 5 fiscal years after separation for the following faculty member:

First Name: _____ Last Name: _____

Employee ID#: _____ Record#: _____

Effective Date of Termination: _____

By signing below our department agrees to follow the policy above and follow the proper FSU disposal guidelines once the policy retention period has been met.

 Department Representative Signature

 Date

 Department Representative Name