UW Payroll and Related General Records Schedule

Purpose

The purpose of this schedule is to:

a. Provide institutions with uniform guidelines for the retention and disposition of common payroll and related records;
b. Ensure that institutions retain payroll records as long as needed for internal administration, and to meet, legal, fiscal, audit and other State and Federal requirements;
c. Promote cost-effective management of records; and
d. Provide institutions with legal authorization to dispose of obsolete records on a regularly-scheduled basis after minimum retention periods.

Applying the Payroll General Records Schedule

This general schedule applies to all University of Wisconsin institutions that use the University of Wisconsin Processing Center (UWPC) Payroll system for payroll record keeping functions.

This general schedule supersedes existing records retention schedules relating to payroll records at the institutional and processing center level. Specifically, this schedule supersedes RDA #027/84 Items #248-288 and any other items within that RDA that relate to payroll documentation.

A copy of the schedule is available on the University Archives home page with links to the Business Services web page.

Scope

Programs and Functions Included

This General Schedule governs records produced and/or maintained to support the following payroll and benefit programs and functions:

- Benefit Programs administered by the Department of Employee Trust Funds, including health insurance, life insurance, income continuation insurance records.
- Benefit Programs administered by the University of Wisconsin
- Leave Accounting (Classified)
- Leave Accounting (Unclassified)
- Processing Center Reports and Documents
- Tax Withholding records (Payroll copies)
- Time and Attendance Systems
- Other withholding records (Payroll copies)
• Deferred Compensation program
• Dental, Accidental Death and Dismemberment Insurance
• Employee Reimbursement Account program À À Garnishment actions
• Routine deductions: credit union, charity pledges, parking, van pool and other voluntary deductions
• Savings Bonds
• Tax Sheltered Annuities
• Wage Assignments

Organizational Units Included

This schedule covers all paper, microfiche and electronic file copies of payroll records that are generated by the UWPC Payroll system. Records may be maintained at any of the following:

• UWPC Payroll
• UW System Institution
• UW System Institutional Departments

Records Not Included

This general schedule does not cover personnel forms, documents and reports, related to individual employees, positions or personnel contracts and bargaining, personnel policies and procedures, Workers Compensation records and Unemployment Compensation records.

Electronic Records

This schedule was written to cover the electronic data and tapes maintained by the UWPC as well as institution payroll record keeping systems. Institution offices may receive copies of this data and/or generate their own electronic payroll records. Although institutions often maintain their own payroll records they do not differ substantially in character or content and the use of central information resources is encouraged whenever possible.

How to Use The Payroll General Schedule for the University of Wisconsin

dentify the Official Copy, the Institution Record Copy and Working Copies: Many payroll records are produced in multiple copies, by using multi-ply forms or by photocopying. This schedule covers all copies of the record, including the following:

Official Copy

The official copy is the copy that is most likely to be used for multi-institution audit purposes. The official copy must be identified for all records series. This copy is usually located in:

• UWPC Payroll;
• UW System Institution, or
Institution Record Copy

The institution should also identify the institution record copy and its location in the institution. The institution record copy is that copy that must be retained to satisfy any institution-specific audit or legal requirement of the institution's operations.

Working Copies

All other copies of the record are considered working or convenience copies. These should not be retained longer than the official and institution copies of the record. If the institution continues to retain convenience copies when retention periods set for the official copies have expired, the institution is not conforming to the retention policies established for "public records" under s. 16.61 (2)(b). Therefore, dispose of these within a reasonable period of time. Retain convenience copies for 1 year or less. If you do not need convenience copies in office, discard them as soon as practical. Do not send them to the State Records Center.

Identify Records Series Titles and Categories

Titles of records series may not be the exact titles used by an institution for each record or records series. The schedule requires some interpretation and application to specific institution titles of payroll records. If institution staff are uncertain about the schedule's application to a specific group of records or need assistance, refer to section titled "For Additional Information and Assistance" to identify sources of advice and assistance.

A listing of each records series, summarizing the retention requirements for official, institution and working copies of the records is included in this report. Also included is a narrative detailed description, including lists forms, reports and other items included in the series. All items within a series relate to the same topic and have the same retention requirements.

The UW Payroll Processing Center has provided an index of selected forms, reports and documents, along with their retention requirements.

Develop and Maintain Documentation of Payroll Policies, Procedures

Transactions and Control: Institutions need to maintain adequate documentation of payroll transactions and activities to meet internal administrative needs, legal purposes and program and financial audit requirements. This schedule provides institution staff with a sound basis for adequate program documentation.

Institution Records Management Officers should work with payroll personnel to implement organized filing systems and design information processes that are consistent with effective, efficient records management principles. Design filing systems to meet staff informational needs and facilitate cross-reference to retention and disposition guidance in this schedule.
**Control Retention and Disposition of Payroll Records**

The institution should use this schedule to dispose of records that are no longer needed on a continuing basis. Implement the retention and disposition policies in this schedule in a timely and efficient manner. To facilitate disposition, institution staff should cut off files periodically and develop methods to mark files when they close.

Disposition includes transfer of records to Records Center storage, when appropriate, and destruction of records through the State's wastepaper or confidential recycling contract. If Institutions are not familiar with confidential disposition procedures or facilities locally available, they should contact their Institution records officer. For all payroll records, the final disposition is destroy. No payroll records in this general schedule have secondary or historical research value to the State, however; some records series have long term administrative value. Disposition of payroll records will be governed by facilities and recycling procedures locally available.

**Retaining Records**

Institutions are required to follow this schedule. Retention periods established and disposition directions are state policy requirements for payroll records. Records may be retained for longer purposes under the conditions which follow.

**Delaying Records Destruction**

Records should only be retained for periods longer than the retention periods specified in this schedule if particular records are subject to question costs in an audit; if needed in a legal action; or if a request for retrieval of particular records has been received. *Payroll records related to audit findings must be retained until completion of the audit.*

The Wisconsin Open Records Law 19.35(5), *Wis. Stats.* forbids the destruction of any record after an inspection or copying request until the request is granted, or at least 60 days after the date that the request is denied. Court orders may extend this time period. The institution's records custodian can provide advice.

It is the responsibility of the office holding the record to determine if an audit, litigation or an Open Records request is pending before disposing of that record. Maintaining Inactive Records Inactive records that must be retained for an additional period of time before the expiration of their legal retention requirements should be transferred to a low-cost inactive records facility, such as the State Records Center.

**Maintaining Inactive Records**

Inactive records that must be retained for an additional period of time before the expiration of their legal retention requirements should be transferred to a low-cost inactive records facility, such as the State Records Center.
Interface Systems and Applications: UW Payroll General Schedule

Data from the Appointment and Payroll systems interface during processing and provide data to other systems, applications and functions, including:

State Accounting System

WISMART system operated by DOA for statewide fund accounting, expenditure monitoring and generation of financial statements.

WRS Systems

The Wisconsin Retirement System provides retirement programs for public employes. The Department of Employee Trust Funds (DETF) copies data into their electronic systems for maintaining information on employe retirement programs.

PMIS - Personnel Management Information System

Statewide position tracking system for monitoring of numbered positions and related budgeting purposes of the State Budget Office.

Institution Systems

Institution-specific systems operated by individual institutions have been developed for Project cost accounting or labor distribution reporting to management or billing of employe time to Federal agencies. Institution personnel systems to automate hiring, training enrollments, personnel assignments, positions descriptions, etc.

Institutions may receive copies of institution-specific transaction data from the UWPC Payroll data systems to be uploaded to their systems. Although institutions often maintain their own payroll records they do not differ substantially in character or content and the use of central information resources is encouraged whenever possible. Institutions should use this schedule to govern the retention and disposition of these institution systems in instances where the data are similar in nature.

Records Related To Use Of Federal Funds

Institutions may receive funds for staffing positions from federal sources, as well as State funds.

General Federal Guidelines

The federal "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (Common Rules) state that the length of the retention period is, generally, three (3) years after one of the following starting dates:
1. When grant support is continued or renewed at annual or other intervals: the retention period for the records of each funding period starts on the day the grantee or sub grantee submits to the awarding institution its single or last expenditure report for that period.

2. When grant support is continued or renewed quarterly: retention period for each year's records starts on the day the grantee submits its expenditure report for the last quarter of the Federal fiscal year.

3. All other cases: retention period starts on the day the grantee submits its final expenditure report. If an expenditure report has been waived, the retention period starts on the day the report would have been due.

In addition, the federal Single Audit Act provides institutions with general permission to comply with state audit requirements for most records.

Other Federal Requirements

Common Rules also cite certain other starting dates for beginning the three (3) year retention period that affect overall retention requirements for records. Thus, for records series specifically involving the expenditure of federal funds, the institution should request federal guidance regarding requirements to retain records. Institutions should be able to follow general state retention requirements for most payroll records, based on general guidance provided above.

When a federal institution requires retention of records for longer periods than those provided in this schedule, institution staff should obtain specific, written directions from a federal institution detailing retention requirements and indicating terms and conditions to be followed. In addition, if the federal institution specifically requires retention of certain payroll records for periods longer than the periods provided in this schedule, the institution must submit Records Retention/Disposition Authorizations (RDAs) to the Public Records Board for each records series.

RDA 9560: Time and Attendance Records

Series of records containing key source documents for time and attendance system collection including types of leave, work start and stop times, default work schedules and related time and attendance data. Copies of these forms are also provided for the supervisor and the employee. The employee's copy is the employee's personal property. Retention of the forms is based on FLSA requirements.

**OFFICIAL COPY:** Paper  
**Location:** Institution Payroll (for UW-Madison: department)  
**Retention & Disposition:** Creation + 5 years and destroy

**UWPC PAYROLL:** Electronic  
No paper copy kept at UWPC; only electronic files after data is input.
RDA 9561: Payroll History Database

This electronic file includes the results of personnel transactions affecting employee's payroll such as hires, transfers, terminations, reclassifications and reallocations.

Files contain data elements for each employee, including appointments, deductions, hours, payroll balances, deduction balances, retroactive adjustments to hours worked, lump-sum pay adjustments, dollar and hour balance adjustments, refunds, wage assignments and check cancellations. This electronic file functions as the source for federal and state tax reporting, W-2 production and other year end reports.

The payroll microfiche jacket will contain the following types of information: date of payroll, type of payroll, gross earnings, and deferred items. The jacket will be maintained with the Master Payroll Fiche for 50 years. REVISED: This paragraph was added by the Public Records Board 11/19/97.

OFFICIAL COPY:
Location: Master Fiche /Tape for all UW Institutions maintained by UWPC Payroll. File is backed up daily, copied to electronic tape every 18 months and the archived data is produced on fiche since its creation in 1988-1989.
Retention & Disposition: Creation + 50 years and destroy.

INSTITUTION COPY: Retain until completion of administrative need, not to exceed 1 year and destroy.

WORKING COPY: Retain until completion of administrative need, not to exceed 1 year and destroy.

RDA 9562: Payroll Master File

This system calculates each employee's gross and net pay amounts and creates a file used to update payroll history records, produce employee paychecks, trailer checks, deduction remittance report to payees (insurance providers, charities, union locals, etc.) and is the basis for data to be vouchered to DETF for insurance deductions.
**OFFICIAL COPY:**

Location: UWPC Payroll. Electronic file is backed up daily. 
Retention & Disposition: Retain until payroll history records are updated and destroy.

**INSTITUTION COPY:** Some Institutions receive copies of payroll reports tapes or payroll extract tapes that are specific to their respective institutions. Institutions use this information to update their own stand alone information systems. Once the payroll history database (RDA 9561) is updated it is no longer necessary for the information to be retained.

**WORKING COPY:** None.

---

**RDA 9563: Leave Accounting Master File**

Electronic file containing leave transaction data from the payroll data file during the processing of each pay period. The master file contains 12 months of leave transaction data by employee. The file is used to process transactions for current leave usage, sabbatical leave reporting and other long-term leave. Periodically processing programs are run that report annual leave usage, balances, and end-of-year carryover adjustment.

**OFFICIAL COPY:**

Location: UWPC Payroll. Master file is copied daily, annually the balances are zeroed out and copied to fiche. 
Retention & Disposition: Master file - Retain 1 year and destroy. Fiche - Retain 3 years and destroy.

**INSTITUTION COPY:** Some Institutions receive copies of leave reports that are specific to their respective institutions. 
Location: If available, in central file. 
Retention & Disposition: Retain 3 years and destroy.

**WORKING COPY:** None.

---

**RDA 9564: Leave Accounting Paper Output Reports**

Paper reports related to time and attendance collection and leave accounting processing functions, including documents used to request and/or report leave by employee to request leave time and/or report leave taken.

This series documents employee report and management authorization for scheduling leave and accounting for type of leave taken. The employee, the supervisor and others may receive copies of this form. Examples of documents are as follows:
• Bi-Weekly Leave Maintenance Reports
• Monthly Departmental Leave Activity Reports
• Annual Departmental Leave Activity Reports

**OFFICIAL COPY:** Paper  
**Location:** Institution Payroll (for UW-Madison: department)  
**Retention & Disposition:** Creation + 5 years and destroy

**UWPC PAYROLL:** Electronic  
No paper copy kept at UWPC; only electronic files after data is input.  
**Retention & Disposition:** Retain 5 years and destroy.

**WORKING COPIES:**  
**Location:** Supervisor's copy.  
**Retention & Disposition:** Retain until completion of administrative need, not to exceed 1 year, and destroy.

---

**RDA 9565: Wisconsin Retirement System File**

Electronic data file is created after each payroll is processed that includes data for each employe, including the employment category, earnings, hours worked and data necessary for monthly and annual WRS reporting.

**OFFICIAL COPY:**  
**Location:** UWPC Payroll  
The electronic file is backed up daily, copied to tape annually and reproduced on fiche at the end of each calendar year.  
**Retention & Disposition:** Creation + 15 years and destroy.

**INSTITUTION COPY:** None.

**WORKING COPY:** None.

---

**RDA 9566: PMIS File**

The updated file contains certain data extracted from the payroll file and used specifically to update the following other state data systems. PMIS is Personnel Management Information System, a statewide position tracking system for monitoring the number of positions. The state budget office staff use data to monitor and report on positions and for related budgeting purposes.

**OFFICIAL COPY:**  
**Location:** DOA
Retention & Disposition: Retain the data to provide a machine readable file of each classified pay period.

INSTITUTION COPY:
Location: UWPC Payroll
Retention & Disposition: Copies of data are retained for one payroll period.

WORKING COPY: None

---

**RDA 9567: Routine Withholding Records**

Electronic information entered from source documents into deduction files and permanently recorded in payroll history files which are backed up with electronic files and produced on fiche every 18 months. This series includes W 4 and TSA (Tax Sheltered Annuity) files.

OFFICIAL COPY: Electronic
Location: UWPC electronic files
Retention & Disposition: Maintained for 50 years.

INSTITUTION COPY: None.

WORKING COPY: None.

---

**RDA 9568: Routine Withholding Authorizations**

Includes copies of withholding authorizations that initiate deductions from an employe's pay amounts. Records in this series are the paper documents used to initiate payroll actions. Examples of documents in this series are:

- Contributions -- Charity/Institutional events
- Financial Institution Deduction Authorizations
- Garnishment Action Notice
- Parking Deduction Authorization
- Van Pool Deduction Authorization
- Wage Assignment Notice

OFFICIAL COPY: Electronic
Location: UWPC electronic file--See Series 9561.

INSTITUTION COPY: (for UW-Madison: department)
Retain until superseded, normally 1-6 pay periods, and destroy.

WORKING COPY: None
RDA 9569: Employe Payroll Case File

Records series includes various documents that are maintained in the institution Payroll office and regularly superseded by updated documents during the employe's term of employment in the institution. Also see Series 9572, covering the case file after the employe leaves the institution. Items in both series include the following items:

Withholding Agreements: Forms filed by employes authorizing withholding of income from paychecks. Records in this series include required withholding agreements, notifying the employer (State) of federal and State income tax withholding allowances; tax sheltered annuity, deferred compensation and savings bond authorizations; and various other voluntary authorizations. Records in this series are used to document withholding agreements and authorizations for each employe.

Institutions may maintain these item altogether in a Payroll Document file or separately for each type of authorization.

Series includes but is not limited to the following agreements:

- Tax Withholding Forms such as: IRS 1001, IRS 8233, W4, Earned Income Credit, WT-4 State Withholding Allowances
- Other Withholding (For a detailed list please consult index.)
- Accidental Death & Dismemberment Application
- Dental Insurance Application
- Direct Deposit Authorization
- Employee Reimbursement Account Enrollment Form
- Savings Bond Deduction Authorization
- Tax Sheltered Annuity Authorization
- Miscellaneous Dues and Deduction Authorization Cards

OFFICIAL COPY: Electronic
Location: UWPC electronic file, see record series 9561

INSTITUTION COPY: (for UW-Madison: department)
Retain until Event (Resolved, verified, superseded or between 1-6 pay periods) and destroy.

WORKING COPY: None

RDA 9570: Processing Center Administrative Reports

Series includes various reports generated for the UWPC Payroll to administer the Processing Center System, including but limited to the following:
RDA 9571: Processing Center Accounting Documents

Records series consists of reports and correspondence that have fiscal audit values related to transfers of payroll funds. Series documents issues and concerns related to transfer of funds to banks for state payroll, reports that total savings bond deduction totals and other summary accounting reports that provide backup documentation to support the WISMART system. Items in this series include but are not limited to the following:

- Electronic Deposit Correspondence: between Processing Center and banks that deposit employee paychecks through electronic deposit.
- ACH--Automatic Check Transfer--Cancellation Notice:
- Saving Bond Deduction Totals Report: generated bi-weekly from Processing Center system. Report is not distributed outside of Processing Center.
- Saving Bond Payment form used by Processing Center staff to identify the total bi-weekly savings bond payment amount.

OFFICIAL COPY:
Location: UWPC Payroll
Retention & Disposition: Retain 4 years and destroy.

INSTITUTION COPY: (for UW-Madison: department)
If copy received, retain 1 year after employe termination and destroy.

RDA 9572: Terminated Employe Payroll Case File

This records series includes the Institution copy of documents listed in Series 9568 and 9569, that are current at the time of employe termination. After the employe terminates from the particular Institution, the case file is maintained to determine the employe's rights to various benefits. These records are the responsibility of the employing institution. Employes will complete new withholding authorization forms when they move to another Institution. However,
records in this series may be used to provide backup documentation of the employe's payroll activities.

**OFFICIAL COPY:** Paper  
**Location:** Institution Payroll (for UW-Madison: department)  
**Retention & Disposition:** Retain 5 years from date of employee termination and destroy.

**WORKING COPIES:** Retain until completion of administrative need, not to exceed 1 year and destroy.

---

**RDA 9573: Tax Withholding Reporting Files**

Records series includes forms and reports related to employees' federal and state income tax withholding activities and documentation of withholding. Series includes but is not limited to the following forms and reports:

- Certificate Of Exemption Prepayment Of Taxes
- Employer's Quarterly Federal Tax Return
- Employers Annual Reconciliation Of Wisconsin Income Tax Withheld From Wages
- Federal Bi-Weekly Tax Deposit Coupon
- Form 941 Payment Voucher
- Statement To Correct Information
- Transmittal Of Corrected Income & Tax Amounts
- Wisconsin Tax Deposit Report Coupon

Each Institution is responsible for maintaining records of its employe's tax withholding records. The microfiche in Series 9561 also provides documentation of tax withholding for each employe.

This series also includes MILITARY PAY VOUCHERS that are created for employes.

**OFFICIAL COPY:** Paper  
**Location:** UWPC Paper  
**Retention & Disposition:** Retain for 7 fiscal years after creation and destroy.  
**REVISED:** Changed from 4 years to 7 years by Public Records Board 11/19/97.

**INSTITUTION COPY:** None.

**WORKING COPIES:** None.
RDA 9574: DETF Active Participant Case File Records

Records series covers various application, enrollment and maintenance records that State employees use to participate in various benefit programs administered by the State Department of Employee Trust Funds (DETF). The DETF maintains the official copy of records in this series in the DETF Participant files of the Department, for the duration of an individual's term of employment with the State and for the following periods of time thereafter:

- Event (Death) + 25 years or
- Event (Separation benefit or single sum annuity) + 40 years.

Records in this series document the employee's participation in the Wisconsin Retirement System (WRS), Health insurance, benefits, life insurance, income continuation insurance (ICI) and certain benefit continuation programs. Series includes but is not limited to the following:

- Accumulated Leave Certification
- Approval Notice of Benefits
- Beneficiary Designation
- Benefit Claim
- Continuation Notice
- Death Benefit Information Request
- Election to Reduce Life Insurance Amount
- Employment Application and Statement
- Evidence of Insurability
- Group Life Insurance Coverage
- Health Insurance Application
- Health Insurance Change
- Income Continuance Insurance Application
- Life Insurance Application/Cancellation
- Life Insurance Disability Premium Waiver
- Medical Report - Disability Retirement
- Notice of Death
- Sick Leave Certification
- Sick Leave Escrow Application

The employee also receives copies of many items above for his or her own record.

OFFICIAL COPY:
**Location:** Department of Employee Trust Funds (DETF) Participant Records
**Retention & Disposition:** Retain for Event (death) + 25 years or Event (separation benefit or single sum annuity) + 40 years and destroy.

INSTITUTION COPY:
**Location:** Institution Payroll. (for UW-Madison: department)
**Retention & Disposition:** Retain most recent benefit forms until superseded and destroy while the individual is employed with the institution. After the employee terminates, the case file is transferred to records Series 9572, Terminated Employee Case File.
**RDA 9575: DETF Benefits Reports**

Records series includes various benefits reports that list benefits accrued in DETF-administered programs, including the WRS, health, life and ICI Insurances. Series includes but is not limited to the following reports:

- Annuitant Health Insurance Monthly Coverage Report
- Employe Transaction Report
- ERA Adjustment Report
- Group Health Insurance Monthly Additions Report
- Group Health Insurance Monthly Change Report
- Group Health Insurance Monthly Deletions Report
- Group ICI Monthly Premium Report
- Group Life Insurance Collection Report
- Health Insurance Summary Report
- ICI Summary Report
- Monthly Health Insurance Coverage Report
- Monthly Retirement Remittance Report
- Rehired Annuitant Election to Participate in the WRS
- WRS Coverage Detail Report
- WRS Over/Under Payment/Interest Due Report

Institutions receive copies of reports if applicable to employees in their institution.

**OFFICIAL COPY:**
**Location:** Department of Employe Trust Funds (DETF)
**Retention & Disposition:** Creation + 7 years and destroy.

**INSTITUTION COPY:**
**Location:** Institution Payroll
**Retention & Disposition:** Creation + 3 years and destroy.

**WORKING COPY:** Retain until completion of administrative need, not to exceed 1 year and destroy.

**Conditions Affecting Final Disposition**
Records disposition may not take place if there is an open records request, or if there is pending litigation or audit involving these records.

All recommended dispositions stated within these schedules may be carried out by the office without further consultation or approval from the University of Wisconsin-Madison Archives, Administrative Legal Services or Internal Audit with the following exceptions:
• **Records Request.** If an open records request has been made with an office for any item or items in this schedule, the Open Records Law (Sec. 19.35 (5) *Wis. Stats.*) forbids the destruction of any record until the request is granted or until at least sixty days after the date that the request is denied. Court orders may extend this time period. The University's legal records custodian can advise offices on specific requests for access (Sec. 19.33 and 19.34, *Wis. Stats.*).

• **Pending Litigation or Audit.** It is the department's responsibility to determine if an audit or pending litigation will involve any records listed in a Records Disposition Authorization, and to suspend any disposition until such time as the audit or litigation is completed.

• **Duplicate records.** Duplicates may be destroyed when their administrative usefulness has ceased. A separate records schedule is not required to dispose of such duplicates.

Approved by Wisconsin Public Records Board, 8/16/95. This general schedule applies to all University of Wisconsin institutions that use the University of Wisconsin Processing Center (UWPC) Payroll system for payroll record keeping functions.
<table>
<thead>
<tr>
<th>Area</th>
<th>Title</th>
<th>RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td>Beneficiary designation</td>
<td>9574</td>
</tr>
<tr>
<td>Benefits</td>
<td>Prepayments</td>
<td>9571</td>
</tr>
<tr>
<td>Deduction</td>
<td>Deduction Authorizations (Miscellaneous)</td>
<td>9568</td>
</tr>
<tr>
<td>Deduction</td>
<td>Deduction Not Taken Reports</td>
<td>9562</td>
</tr>
<tr>
<td>Deduction</td>
<td>Deduction Taken Reports</td>
<td>9562</td>
</tr>
<tr>
<td>Deduction</td>
<td>Membership/Union Dues</td>
<td>9568</td>
</tr>
<tr>
<td>Dental</td>
<td>Dental Insurance Application</td>
<td>9569</td>
</tr>
<tr>
<td>Employee forms</td>
<td>Disability Self-Identification</td>
<td>9569</td>
</tr>
<tr>
<td>Employee forms</td>
<td>Employee Information</td>
<td>9569</td>
</tr>
<tr>
<td>Employee forms</td>
<td>U.S. Armed Forces</td>
<td>9569</td>
</tr>
<tr>
<td>ERA</td>
<td>Family Status Change Form</td>
<td>9569</td>
</tr>
<tr>
<td>Garnishment</td>
<td>Garnishment Notice</td>
<td>9568</td>
</tr>
<tr>
<td>Health</td>
<td>Continuation/Conversion of Group Health</td>
<td>9574</td>
</tr>
<tr>
<td>Health</td>
<td>Health Insurance Application-Grad</td>
<td>9574</td>
</tr>
<tr>
<td>Health</td>
<td>Health Insurance Application-Regular</td>
<td>9574</td>
</tr>
<tr>
<td>Health</td>
<td>Health Insurance Information Change</td>
<td>9574</td>
</tr>
<tr>
<td>Health</td>
<td>Major Medical Application</td>
<td>9569</td>
</tr>
<tr>
<td>ICI</td>
<td>Income Continuation Insurance App</td>
<td>9574</td>
</tr>
<tr>
<td>Leave</td>
<td>Unclassified Leave Reports</td>
<td>9564</td>
</tr>
<tr>
<td>Leave</td>
<td>Unclassified Leave Statement</td>
<td>9564</td>
</tr>
<tr>
<td>Life</td>
<td>Individual and Family Group Life App</td>
<td>9574</td>
</tr>
<tr>
<td>Life</td>
<td>Mutual Service Life Application</td>
<td>9569</td>
</tr>
<tr>
<td>Life</td>
<td>National Guardian Life Ins Application</td>
<td>9569</td>
</tr>
<tr>
<td>Payroll</td>
<td>Check Corrections</td>
<td>9561</td>
</tr>
<tr>
<td>Payroll</td>
<td>Checksheets</td>
<td>9560</td>
</tr>
<tr>
<td>Payroll</td>
<td>Classified Edit</td>
<td>9561</td>
</tr>
<tr>
<td>Payroll</td>
<td>Classified Negative Gross Adjustment</td>
<td>9561</td>
</tr>
<tr>
<td>Payroll</td>
<td>Direct Deposit Authorization</td>
<td>9569</td>
</tr>
<tr>
<td>Payroll</td>
<td>LTE Monitoring File Update &amp; Report</td>
<td>9562</td>
</tr>
<tr>
<td>Payroll</td>
<td>Overload Reports</td>
<td>9561</td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll Certification</td>
<td>9570</td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll Certification Packets-WPC</td>
<td>9570</td>
</tr>
<tr>
<td>Payroll</td>
<td>Vouchers</td>
<td>9561</td>
</tr>
<tr>
<td>Payroll</td>
<td>Wage Assignment Action Notice</td>
<td>9569</td>
</tr>
<tr>
<td>Payroll</td>
<td>Warrant Register</td>
<td>9561</td>
</tr>
<tr>
<td>Savings</td>
<td>Savings Bonds</td>
<td>9569</td>
</tr>
<tr>
<td>Tax</td>
<td>Revenue Procedure Stmt</td>
<td>9569</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Code</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Tax</td>
<td>W2 Returned/Undeliverable</td>
<td>9573</td>
</tr>
<tr>
<td>Tax</td>
<td>W4</td>
<td>9569</td>
</tr>
<tr>
<td>Tax</td>
<td>Year To Date Tax Detail</td>
<td>9561</td>
</tr>
<tr>
<td>TSA</td>
<td>MEA-Maximum Tax Sheltered Contribution Worksheet</td>
<td>9569</td>
</tr>
<tr>
<td>TSA</td>
<td>Salary Reduction Agreement (SRA)</td>
<td>9569</td>
</tr>
<tr>
<td>WRS</td>
<td>Disability Approval</td>
<td>9574</td>
</tr>
<tr>
<td>Form Name</td>
<td>RDA</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>Beneficiary designation</td>
<td>9574</td>
<td></td>
</tr>
<tr>
<td>Check Corrections</td>
<td>9561</td>
<td></td>
</tr>
<tr>
<td>Checksheets</td>
<td>9560</td>
<td></td>
</tr>
<tr>
<td>Classified Edit</td>
<td>9561</td>
<td></td>
</tr>
<tr>
<td>Classified Negative Gross Adjustment</td>
<td>9561</td>
<td></td>
</tr>
<tr>
<td>Continuation/Conversion of Group Health</td>
<td>9574</td>
<td></td>
</tr>
<tr>
<td>Deduction Not Taken Reports</td>
<td>9562</td>
<td></td>
</tr>
<tr>
<td>Deduction Taken Reports</td>
<td>9562</td>
<td></td>
</tr>
<tr>
<td>Deduction Authorizations (Miscellaneous)</td>
<td>9568</td>
<td></td>
</tr>
<tr>
<td>Dental Insurance Application</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>Direct Deposit Authorization</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>Disability Approval</td>
<td>9574</td>
<td></td>
</tr>
<tr>
<td>Disability Self-Identification</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>Employe Information</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>Family Status Change Form</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>Garnishment Notice</td>
<td>9568</td>
<td></td>
</tr>
<tr>
<td>Health Insurance Application-Regular</td>
<td>9574</td>
<td></td>
</tr>
<tr>
<td>Health Insurance Information Change</td>
<td>9574</td>
<td></td>
</tr>
<tr>
<td>Health Insurance Application-Grad</td>
<td>9574</td>
<td></td>
</tr>
<tr>
<td>Income Continuation Insurance App</td>
<td>9574</td>
<td></td>
</tr>
<tr>
<td>Individual and Family Group Life App</td>
<td>9574</td>
<td></td>
</tr>
<tr>
<td>LTE Monitoring File Update &amp; Report</td>
<td>9562</td>
<td></td>
</tr>
<tr>
<td>Major Medical Application</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>MEA-Maximum Tax Sheltered Contribution Worksheet</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>Membership/Union Dues</td>
<td>9568</td>
<td></td>
</tr>
<tr>
<td>Mutual Service Life Application</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>National Guardian Life Ins Application</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>Overload Reports</td>
<td>9561</td>
<td></td>
</tr>
<tr>
<td>Payroll Certification Packets-WPC</td>
<td>9570</td>
<td></td>
</tr>
<tr>
<td>Payroll Certification</td>
<td>9570</td>
<td></td>
</tr>
<tr>
<td>Prepayments</td>
<td>9571</td>
<td></td>
</tr>
<tr>
<td>Revenue Procedure Stmt</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>Salary Reduction Agreement (SRA)</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>Savings Bonds</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>U.S. Armed Forces</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>Unclassified Leave Statement</td>
<td>9564</td>
<td></td>
</tr>
<tr>
<td>Unclassified Leave Reports</td>
<td>9564</td>
<td></td>
</tr>
<tr>
<td>Vouchers</td>
<td>9561</td>
<td></td>
</tr>
<tr>
<td>W2 Returned/Undeliverable</td>
<td>9573</td>
<td></td>
</tr>
<tr>
<td>W4</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>Wage Assignment Action Notice</td>
<td>9569</td>
<td></td>
</tr>
<tr>
<td>Warrant Register</td>
<td>9561</td>
<td></td>
</tr>
<tr>
<td>Year To Date Tax Detail</td>
<td>9561</td>
<td></td>
</tr>
</tbody>
</table>