

CLEMSON UNIVERSITY  
VICE PRESIDENT FOR BUSINESS AND FINANCE  
ASSOCIATE VICE PRESIDENT FOR PERSONNEL MANAGEMENT  
AND DEVELOPMENT

**EMPLOYEE DEVELOPMENT AND TRAINING**

**CU 00798    ORIENTATION/WORKSHOP FILES**

Description: Files used to organize orientation and workshops for new employees at Clemson University. Information includes surveys, brochures, and handwritten notes.

Retention: 2 years; destroy.

**CU 00799    EMPLOYEE SUGGESTION PROGRAM FILES**

Description: Records concerning employee suggestion for cost-saving ideas and improvements to Clemson University. Information includes suggested change, cost savings, suggested direction for implementation, and related information.

Retention: 2 years; destroy.

**RECRUITMENT AND EMPLOYEE SERVICES**

**CU 00842    EMPLOYEE PERFORMANCE MANAGEMENT  
SYSTEM (EPMS) NOTIFICATION**

Description: Used to notify employees' performance review and review date. .

Retention: 1 year; destroy.

**CU 00843    DUAL EMPLOYMENT REQUEST FORMS**

Description: Used internally by employees to request permission to seek additional work in state government and externally by other state employees seeking additional work at Clemson University.

Retention: University employees - Until approved or rejected. Transfer to Personnel Files. Other employees - 1 year, destroy.

**CU 00844 LEAVE-TRANSFER PROGRAM FILES**

Description: Document the University's leave-transfer program. Series includes Receive Request forms, Donate Request forms, and computer printouts reflecting information taken from the forms.

Retention: 3 years; destroy.

**CU 00845 I-9 FORMS (Employee Eligibility Verification)**

Description: Document an individual's eligibility for employment. Includes employee information and verification, employer review and verification, and instructions for completing the form.

Retention: 3 years after hiring date or 1 year after termination of employment, whichever is later; destroy.

**CU 00846 INCIDENT FILES**

Description: Document incidents which occurred on campus as reported to the Recruitment and Employee Services Office by Clemson University employees. Incidents are recorded by handwritten notations.

Retention: 5 years; destroy.

**CU 00847 EMPLOYEE EXIT INTERVIEWS**

Description: Used to gather information from employees being terminated and requesting an exit interview. Information includes employee background, date of termination, employee's suggestions for improvements, and other related information.

Retention: 5 years; send to University Archives

**CU 90003 EMPLOYMENT APPLICATIONS (Not Hired)**

Description: Completed employment applications and personal resumes of application who were not hired by the university.

Retention: 2 years from the date of rejection or making of the record; destroy.

**CU 90007 GRIEVANCE FILES**

Description: Files concern grievance proceedings initiated by university employees. Information includes copies of each grievant's original grievance filing, copies of the decisions rendered at each level of the grievance procedures, copies of the grievance and appeals procedure for state agencies and state employees, and copied of the final decision rendered by the State Employee's Grievance Committee.

Retention: *Record copy*: 15 years after resolution; destroy.  
*Duplicates*: 2 years after resolution; destroy.

**CU 04668 PICK-UP LABOR FORMS**

Description: Document work and pa of students and temporary employees at Clemson University. Information includes employee's name, department and beginning work date, rate of pay, and other related information. Information in this series is available in the Personnel Database and Information System. This system includes paper documents, microfilm, electronically generated printouts, disks and/or tapes.

Retention: Paper documents (including printouts), and microfilm: 15 years after termination of employment; destroy. Information on disks and tapes: 5 years, delete or destroy, provided information on Pick-up Labor Forms has been microfilmed.

*Supersedes CU 00841*

**CU 04669 PERSONNEL FILES (Active and Inactive)**

Description: Records are created by the Office of Human Resources to document personnel files of current and former employees of the university. Information consists of employment applications, letters of recommendation, employee awards, resumes, and performance appraisals. Series may also include Employee Profile, dual employment information, separation records, and related correspondence.

Retention: 15 years after termination of employment; destroy.

**CU 06866 HIRING DOCUMENTATION**

Description: Retained by the staff of Employee and Recruitment Services to document requirements for available positions, announcements for position vacancies, and analysis of position hiring activity. Information includes position descriptions, job advertisements, Clemson University Recruitment and Employee Services Job Analysis forms, position activity notices, and other related information.

Retention: 5 years after position is filled; destroy.

**DIRECTOR OF ADMINISTRATION**

**CU 10019 EMPLOYEE RELATIONS AND ARBITRATION FILES**

Description: Document resolution of arbitration issues related to personnel matters and employee working conditions. Information includes description of incident, any written reprimand, employee performance data, records related to suspension or substandard performance, conditions concerning the work environment, results of arbitration proceedings and other related information.

Retention: 3 years after resolution; destroy.

**CU 10020 COUNSELING REFERRALS**

**(Employee Assistance Files)**

Description: Document employees' or their family members' request for referrals to counseling services. Information included name of employee or family member, employment status, personal background data, date of contact, description of problem, consent from for referral information, type of referral, date and other related information.

Retention: 3 years after termination of employment; destroy.

## **PAYROLL AND EMPLOYEE BENEFITS**

### **CU 00677 TRIAL BALANCE FOR PAYROLL FUNDS**

Description: Documents cash balances for unrestricted payroll funds. Includes transaction description, current month activity (debit, credit), balance (debit, credit), and related information.

Retention: 3 years; destroy.

*Supersedes: CU-VPBF-FM-43*

### **CU 00678 PAYROLL AND FRINGE BENEFITS VOUCHERS**

Description: Document charges to each department for payroll and benefit expenses. Information includes payroll gross, total fringe benefits charged, approving signature with date, and related information.

Retention: 5 years; destroy.

*Supersedes: CU-VPBF-FM-45*

### **CU 00679 CANCELLED PAYROLL CHECKS**

Description: Cancelled checks drawn against the university's payroll account. Information includes employee's name and address, date, and net amount to be paid.

Retention: 3 years; destroy.

*Supersedes: CU-VPBF-FM-46*

### **CU 00680 INSURANCE BILLINGS AND RECEIPT BOOKS**

Description: Information concerning insurance coverage and adjustments for subscribers in the Insurance Benefits System. Information includes group identification number, net change and reason, receipts for cash payments made by employees for dependent coverage, and related information.

Retention: 3 years; destroy.

*Supersedes: CU-VPBF-FM-47*

**CU 00681 DEDUCTION REGISTER**

Description: Documents the amounts deducted from employee salaries. Information includes deductions for tax levy, insurance benefits, savings, loans, and other related information.

Retention: 3 years; destroy.

*Supersedes: CU-VPBF-FM-51*

**CU 00682 SPECIAL PAY**

Description: Documents special pay received by university employees. Information includes pay base, unscheduled emergency time – hours, authorization, and other related information.

Retention: 4 years; destroy.

*Supersedes: CU-VPBF-FM-52*

**CU 00683 PERSONNEL ACTION FORMS**

Description: Document personnel actions as they occur for university employees. Information includes employee, position, service, personnel action, and related information.

Retention: 3 years; destroy.

*Supersedes: CU-VPBF-FM-53*

**CU 00684 AUTOMATIC BANK DEPOSIT AUTHORIZATION**

Description: Documents deposit of payroll checks directly into employee accounts. Information includes employee name, copy of deposit slip, effective date, and other related information.

Retention: 3 years after termination, cancellation, or change of authorization; destroy.

*Supersedes: CU-VPBF-FM-54*

**CU 00685 EMPLOYEE DEDUCTIONS INFORMATION FORM  
(Authorization Cards for Voluntary Deductions)**

Description: Document deduction of monies from employee wages. Information includes payroll period beginning date, deduction description, effective coverage, and other related information.

Retention: 3 years after termination, cancellation, or change of authorization; destroy.

*Supersedes: CU-VPBF-FM-56*

**CU 00686 COMPARISON REPORTS**

Description: Document what was billed to an employee's deduction account and what was paid. Information includes employee contribution, employee plus state contribution, billing and difference, and other related information.

Retention: 3 years; destroy.

*Supersedes: CU-VPBF-FM-59*

**CU-VPBF- AUTHORIZATION FOR ANNUITY CONTRACTS /  
FM-7 ANNUITY BILLINGS AND RECEIPT BOOKS**

Description: Agreements between Clemson University and employees who have elected to reduce their salaries in order to buy into annuity systems..

Retention: Permanent; microfilm.

**CU-VPBF- REPORT FOR RETIREMENT  
FM-48**

Description: Document amounts contributed by employees during each quarter to the State Retirement System. Information includes employee name, social security number, membership contribution up to \$4,800, member's contribution over \$4,800, non-member contribution, retirement contribution, service credit, and totals.

Retention: Permanent; microfilm.

**CU-VPBF- EMPLOYER COPY OF EMPLOYEE W-2 FORMS**  
**FM-49**

Description: Document file copies of employee Wage and Tax Statement (W-2 Form). Includes employer name and address, calendar year, employee social security number, federal income tax withheld, wages, tips, other compensation, social security tax withheld, social security wages, state or local tax withheld, state or local wages, and employee's name and address.

Retention: 5 years after termination and completion of audits; destroy. End of year summary (see State General Schedule 12-807.6)- Permanent; microfilm.

**CU-VPBF- VERIFICATION OF UNIFIED WAGE REPORTING**  
**FM-50**

Description:

Documents amount of employee payroll that goes to the federal government. Information includes name, address, social security number, FICA taxable wage, wages and income tax data, and state retirement data.

Retention:

30 years; destroy.

**CU-VPBF- AUTHORIZATIONS FOR VOLUNTARY WITHHOLDING**  
**FM-55**

Description: This series is used to record Payroll Deduction Authorization Forms used in deducting from employee's salary monies necessary to pay for the Deduction Program. Information includes name, social security number, department name, amount deducted, company to whom the deduction is to be paid, date, and employee signature.

Retention: 5 years after termination or cancellation of authorization and completion of all audits; destroy.

**CU-VPBF- FM-57 EMPLOYEE WITHHOLDING AND EXEMPTION CERTIFICATES**

Description: Document the number of withholdings and exemptions claimed by employees. The Withholding Allowance Certificate includes employee's name, address, social security number, marital status, total number of allowances claimed, additional amounts, if any, being deducted from each pay, exemptions, employer's name and address, office code, and employer's identification number. The Withholding Exemption Certificate includes employee's name, address, social security number, number and type of exemptions, name of dependents, date, and signature.

Retention: 5 years after termination or superseded by new certificate and completion of all audits; destroy.

**CU-VPBF- FM-58 EMPLOYEE PAYROLL AUTHORIZATION AND COST DISTRIBUTION**

Description: Documents amount of pay each employee is to be paid. Information includes department number, payroll ending date, social security number, employee name, rate of pay, account number, work code, hours, units, and signature of department head with date.

Retention: 5 years and after completion of all audits; destroy.

**12-807.5 COMPUTER OUTPUT REPORTS FROM PAYROLL FINANCIAL DATABASES (non-permanent)**

*(see: General Records Retention Schedule for State Colleges and Universities)*

Description: Document all current and year-to-date earnings for each employee of the university. Information includes social security number, employee name, gross pay, maintenance, federal tax, state tax, FICA, retirement, insurance, net pay, check code, and check number; also includes various accounting records relating to payroll.

Retention: Until updated, superseded, or no longer needed for reference; destroy.

## **DIRECTOR OF WAGE AND SALARY ADMINISTRATION**

### **CU 08149 POSITION DESCRIPTIONS**

Description: Document actual job tasks performed by position incumbent. Information includes employee name, title, classification code slot, job purpose, description of job position and tasks. Positions may be classified as delegated or non-delegated. Delegated positions are approved by the University. Non-delegated positions must be approved by the State Budget and Control Board's Office of Human Resources.

Retention: Until no longer needed for reference; destroy.

### **CU 08150 REALLOCATION/RECLASSIFICATION STUDIES**

Description: Document studies concerning position reallocation and reclassification requests. Includes analysis of positions; names and social security number of position incumbents; name of department and information concerning the basis for reclassification and reallocation requests.

Retention: 3 years after completion of study and until no longer needed for reference; destroy.

### **CU 08151 REGRESSION ANALYSIS**

Description: Document pay comparison and analysis of salary grade ranges. Information includes employees' names, social security number, department, salary grade ranges, drafting plots, and estimated salary statistics.

Retention: 3 years after completion of analysis and until no longer needed for reference; destroy.

### **CU 08152 TEMPORARY SALARY ADJUSTMENT REQUESTS**

Description: Document temporary salary adjustments for university employees. Information includes any adjustment awarded to an employee for the temporary performance of extra work and responsibilities. Final approval must come from the State Budget and Control Board's Office of Human Resources.

Retention: 3 years after salary action; destroy.

**CU 08153 SALARY SURVEY**

Description: Analyzes and compares the salaries of Clemson University positions with similar positions at other universities and/or private industry. Survey reflects name of position, annual salary, grade, salary comparison and other related information.

Retention: 3 years after completion of survey and until no longer needed for reference; destroy.

**CU 08154 EMPLOYEE SUPPLEMENTAL SALARY REQUESTS**

Description: Document supplemental wages or adjustments to an employee's salary. Information includes employee's name, department, background information, type of adjustment or supplemental and approval date. Salary supplements may take the form of bonus, awards, special pay, and other additional monetary or salary adjustments.

Retention: 3 years; destroy.

**CU 08155 EXCEPTIONAL HOURLY RATE FOR STUDENTS**

Description: Document student hourly wages that exceed the student pay scale. Information includes student's name, background information, hourly rate, approval by the Wage and Salary Administration of an exceptional hourly rate and other related information.

Retention: 3 years after termination; destroy.

**CU 08156 HIRE ABOVE MINIMUM REQUESTS**

Description: Created by the requesting department to document employees hired above the minimum pay grade. Information includes employee's name, social security number, special qualifications or work experience, and other related information.

Retention: 3 years after date of hiring; destroy.

**CU 08157 ORGANIZATIONAL CHART**

Description: Document the organizational structure of the University by department and job classification. Information includes name of department, titles of positions according to classification, grade, and reporting structure.

Retention: 2 years and until superseded; destroy.

**CU 08158 POSITION ACTIVITY NOTICE (Regular Positions)**

Description: Submitted by university departments to request funding for regular positions (temporary and permanent). Information includes name of position incumbent, name of department, position title, social security number, and salary information.

Retention: 3 years after issuance of notice; destroy.

**CU 08159 POSITION ACTIVITY NOTICE (Temporary Grant Positions)**

Description: Submitted by university departments to request funding for temporary grant positions. Information includes name of position incumbent, name of department, position title, social security number, and salary information.

Retention: 3 years after following cancellation of grant contract, or submission of final expenditure report; destroy.