

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
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MILLINGTON, TENNESSEE 38054-5005

CEFC-R
SOP No. UFC-15

2 November 1999

Standing Operating Procedure
Retention of Payroll Related Documents

1. **PURPOSE.** This Standing Operating Procedure (SOP) defines the requirement for record retention of payroll related documents.
2. **APPLICABILITY.** The provisions of this SOP apply to Customer Service Representatives (CSRs), timekeepers and supervisors.
3. **REFERENCES.**
 - a. General Records Schedule 2, Payrolling and Pay Administration Records, National Archives and Records Administration (NARA)
 - b. DOD 7000.14, Volume 8 Civilian Pay Policy and Procedures
 - c. DCPS-UM-02, DCPS Customer Service Representative Users Manual
 - d. AR 25-400-2, The Modern Army Recordkeeping System (MARKS)
4. **RESPONSIBILITIES:** The purpose of this SOP is not to designate who will retain the documents but to specify the retention requirements. The only exception is the employee file which is regulation mandated to be maintained by the CSR. Each local command will determine who is responsible to retain all other documents.
5. **PROCEDURES.**
 - a. **Employee File:** The CSR will maintain a file on each employee. The file label will contain the employee's name and SSN. This file will contain the following documentation:
 - (1) Unemployment information (If the CSR is responsible for mailing).
 - (2) Employment verification (If the CSR is responsible for mailing).
 - (3) Employee deduction information (allotments and net pay distribution; charities; unions, federal, state and local taxes; bonds; and address changes). Retention requirements are as follows:
 - (a) Employee withholding and allowance certificates such as IRS Form W-4 and state equivalents: Destroy 4 years after superseded or obsolete
 - (b) U. S. Savings Bond Authorization, SB-2104 or equivalent: Destroy when superseded
 - (c) Authorization for individual Allotment to the Combined Federal Campaign: Destroy after GAO audit or when 3 years old, whichever is sooner
 - (d) Other authorizations, such as union dues and savings: Destroy after GAO audit or when 3 years old, whichever is sooner
 - (e) Direct Deposit Sign-Up Form, SF1199A or equivalent: Destroy when superseded

(f) Address Changes: Destroy when superseded

(g) Unemployment information and employment verification: Destroy when 2 years old

(h) Upon separation or transfer, and after all final payroll transactions have been completed, the employee folder will be removed from the active file and placed in an inactive file. These will be retired under 37-105q with a retention of 4 years.

b. **P6670 Reports:** These must be retained for a minimum of 13 pay periods per the CSR Users Manual, Miscellaneous Leave Data, page D4-107:

(1) P6670R02 Restored Leave/Leave Data

(2) P6670R03 Advanced/Family Leave Authorization

c. **T&A reports and leave record cards:** These must be retained per AR 25-400-2, paragraph 37-105d, until after a GAO audit or for 6 years, whichever is sooner:

(1) ENG form 4704, Alternate Work Schedule Time Record or equivalent Sign-In Sheet

(2) DA Form 5172-R, Overtime Request and Authorization

(3) ENG Form 4091, Employee Pay and Record – Adjustment or Correction, or electronically signed CEFMS corrected T&A

(4) Copies of court order, subpoena or summons to appear as a witness or juror

(5) Documents supporting military leave

(6) This also includes the following DCPS reports:

(a) P6602R01 Leave Availability Report

(b) P6602R03 Continuation of Pay Availability Report

(c) P6602R04 Overtime/Compensatory Time Review

(d) P6602R05 Overtime/Compensatory Usage

(e) P6612R01 Family Leave Report

(f) P6638R01 Temporary Shift Override Report

(g) P6660R01 Environmental/Callback Notification Report

(h) P6785R01 Compensatory Time Aging Report

d. **SF71**, Application for Leave, or equivalent plus any supporting documentation of requests and approvals of leave: Per General Records Schedule 2:

(1) If employee initials time card or equivalent: Destroy at end of following pay period

(2) If employee has not initialed time card or equivalent: Destroy after GAO audit or when 3 years old, whichever is sooner

e. **Working Tool Reports:** These are those reports that are used as an edit and a reminder to the CSR. These reports should be kept until the actions are completed or a new report is received showing the uncompleted items:

- (1) P6603R01 Outstanding Leave Documentation Report (leave reflected on report until documentation has been submitted. Original documentation should be kept with sign-in sheet.)
- (2) P6605R01 Control of Hours Report (used for verification when T&As are submitted.)
- (3) P6605R02 Missing Time & Created Leave Report*
- (4) P6607R01 Conversion of Hours Report*
- (5) P6608R01 Invalid Transaction Report*
- (6) P6614R01 Environmental/Hazardous Cost Report (accounting information. We use CEFMS for up front costing – check with your accountants to see if they want it. No need for CSR to maintain.)
- (7) P6620R01 Employees in Non-Pay Status Prior/After a Holiday (verification process – actual times are reflected on the sign-in sheet.)
- (8) P6643R01 MER Report – New Hire (verify all information)
- (9) P6644R01 New Organization Report (verifying that org code is valid)
- (10) P6656R01 Employing Activity Change Report (verify that change is appropriate)
- (11) P6658R01 Schedule Edit Report (verify the difference)
- (12) P6678R03 Direct Deposit/Electronic Funds Transfer (DD/EFT) Non-Participation Report (Always keep the most current quarterly report)
- (13) P6678R04 New Hire & Suspended Pay Report (get EFT data from new employee)
- (14) P6805R01 Invalid Address Report (verify the data)
- (15) P6805R02 Geographic Address Change Report (verify the data)
- (16) P6699R01 Religious Compensatory Time to be Converted*

*Supporting documentation is required for the entries that are not in agreement with the original T&A. Sometimes a re-entry that is identical to the original is required; this will not require additional supporting documentation.

6. **CHANGES AND UPDATES.** Questions regarding this SOP should be directed to Annette Epperson, CENWD-MR-RM, (402) 697-2431. Changes will be posted as needed via the USACE Finance Center Homepage

FOR THE DIRECTOR:



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