The guidelines below are intended to help determine how long payroll records need to be retained in the department. Certain records may be kept longer in Human Resources.

- Departmental employee files – including copies of data forms, offer letters, salary increase letters, reclassification letters, etc. can be disposed of 7 years after the date of resignation or retirement.
- Biweekly Control Reports - approved in HRER by departments biweekly and stored electronically
- Sick & Vacation Departmental Control Reports - approved in HRER by departments on a biweekly or monthly basis and stored electronically
- Timesheets – the department’s source documents from which Time Entry records are created. These records may be required for audit purposes for 18 months from the date of entry.

Source URL: https://www.uoguelph.ca/hr/admins/payroll-record-retention