

MANAGING PAYROLL RECORDS		STANDARD OPERATING PROCEDURES
Health PEI		
Records and Information Management (RIM)		
Applies To: Health PEI Employees		
Monitoring: Health PEI RIM Team		
Date:	Effective: March 2026	
	Revised:	
	Next Review: March 2027	
This is a CONTROLLED document. Any copies of this document appearing in paper form should always be checked against the electronic version prior to use.		

Approving Authority: Health PEI Senior Departmental Records Manager

Authorized Signature: *J. MacDonnell*

Record of Decision	Approving Body:
	Meeting Date:

1.0 DEFINITIONS:

Payroll Records	Any document used for the purpose of completing payroll. See 5.5 for details on what is considered a payroll record.
-----------------	---

2.0 PURPOSE/SCOPE: To provide consistent instruction for managing payroll records at Health PEI facilities.

3.0 APPLICATION: This procedure applies to employees who manage payroll records.

4.0 GENERAL GUIDELINES:

- 4.1** Boxes must be standard sized with double-strong bottom, and detached lid.
 - Bankers Box 772 (or the Offix brand equivalent)
 - Do not accept substitutions when ordering.
- 4.2** If reusing a box, ensure there is no writing on the outside.
 - If there is, strike out the writing with a marker and place a white mailing label over top.
- 4.3** Remove all paperclips, bulldog clips, elastics, metal prongs, sheet protectors, or hard plastic material when placing records into a box.
 - Boxes should have approximately 2 inches of space with all records standing upright.
- 4.4** Always place lids on the boxes securely to prevent damaging the lid when stacking another box on top.
- 4.5** Do not stack boxes more than 5 high to prevent damage.
- 4.6** Once records are boxed, all staff must be aware that if anything is removed. The inventory form (RC02) must be updated accordingly.
 - Attach a note to the boxes so all staff are aware.
- 4.7** Place a sticky note on each box identifying a summary of contents, date range, and site box number. Secure with one piece of tape.
 - Each box requires a unique site box number to easily identify box contents. For example, Box 1 Payroll April-July 2024

5.0 PROCEDURE FOR ELECTRONIC AND PAPER RECORDS:

- 5.1** Create a separate file folder for each pay period.
- 5.2** Use letter size file folders for letter size documents.
- 5.3** Write the pay period (start and end dates) on each file folder tab.
- 5.4** To file electronic records: folder *Payroll*, subfolder *FY2026-27*, subfolder *PayPeriod[insert pay period date range]* See appendix C for sample file structure.
- 5.5** Any document used to complete payroll must be filed with the corresponding pay period.

5.6 Payroll Records may include:

- **Sign-in sheets** used to verify that a person worked specific shifts; keep these with each pay period or a copy of the sheets that correspond with each specific pay period.
- **Leave of absence forms** that relate to each specific pay period or a copy of the leave form where Human Resources require the original to be placed in the personnel file.
 - Original sick and leave without pay are required on the personnel file.
- **Additional Nursing Care Hours**
- **Overtime slips**
- **Rotation schedules** used for scheduling and payroll.
 - Since the rotation is longer than one pay period, consider making a copy for each pay period.
 - File original rotation schedules in a folder and place at the back of a payroll box with the same fiscal year end date.

6.0 RATIONALE:

6.1 Filing all payroll records together by pay period supports efficiency and ease of retrieval.

7.0 FORMS:

7.1 See Appendix A for a sample of the inventory template. Please reach out to RIM to obtain a copy.

7.2 When completing the form, include date range summary of all files in the box.

- If the box contains only one fiscal year, only one line is required.
 - For example: Payroll April 2023 - March 2024

8.0 RETENTION SCHEDULE:

8.1 The retention schedule for payroll records is one fiscal year, plus one year on site, and then 6 additional years semi-active storage at the Provincial Records Centre.

8.1.1 Electronic payroll records remain electronic for the active and semi-active period.

8.2 Authorization for destruction of paper and electronic records, including those that are older than the total retention period, must be obtained through RIM in compliance with Health PEI's legal and accountability requirements.

9.0 STORAGE:

9.1 Once records are eligible to move the Provincial Records Centre, contact healthpeirim@ihis.org to discuss storage options.

10.0 MONITORING:

The Health PEI RIM Team is responsible for ensuring this procedure is reviewed every two years according to Health PEI's policy review cycle and standards.

The Health PEI RIM Team shall monitor compliance with this procedure through review of issues or concerns raised by staff.

10.0 APPENDICES

- A. Payroll Inventory Form (RC02) Sample
- B. Fiscal Year Calculations

11.0 STAKEHOLDER REVIEW

Group/Committee	Dates of Review
<i>n/a</i>	

12.0 REVIEW HISTORY

Review Dates: _____

Fiscal Year Calculations

Calendar Year	Fiscal Year	Fy+1y (AP) Contact RIM	+6y (D)
Apr 1/14 to Mar 31/15	2014/15	Apr-2016	Apr-2022
Apr 1/15 to Mar 31/16	2015/16	Apr-2017	Apr-2023
Apr 1/16 to Mar 31/17	2016/17	Apr-2018	Apr-2024
Apr 1/17 to Mar 31/18	2017/18	Apr-2019	Apr-2025
Apr 1/18 to Mar 31/19	2018/19	Apr-2020	Apr-2026
Apr 1/19 to Mar 31/20	2019/20	Apr-2021	Apr-2027
Apr 1/20 to Mar 31/21	2020/21	Apr-2022	Apr-2028
Apr 1/21 to Mar 31/22	2021/22	Apr-2023	Apr-2029
Apr 1/22 to Mar 31/23	2022/23	Apr-2024	Apr-2030
Apr 1/23 to Mar 31/24	2023/24	Apr-2025	Apr-2031
Apr 1/24 to Mar 31/25	2024/25	Apr-2026	Apr-2032
Apr 1/25 to Mar 31/26	2025/26	Apr-2027	Apr-2033
Apr 1/26 to Mar 31/27	2026/27	Apr-2028	Apr-2034