

# AAM 220. PAYROLL RECORDS

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<b>AAM 220.010 Confidentiality of Payroll Records</b>
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The availability of employee information for public review is set forth in [AS 39.25.080 \(b\)](#). The statute provides:

- (b) The following information is available for public inspection, subject to reasonable regulations on the time and manner of inspection:
  - (1) the names and position titles of all state employees;
  - (2) the position held by a state employee;
  - (3) prior positions held by a state employee;
  - (4) whether a state employee is in the classified, partially exempt, or exempt service;
  - (5) the dates of appointment and separation of a state employee; and
  - (6) the compensation authorized for a state employee.

Payroll records contain employee information, such as Social Security numbers and home addresses, that are not available for public review under [AS 39.25.080 \(b\)](#). The Division of Finance does not release copies of payroll warrants or tape files containing confidential employee information to the public. The division will release such information to another state agency only as provided in [2 AAC 07.910 \(c\)](#):

All other records of applicants for employment and employees in the classified and partially exempt service, including applications and resumes, are confidential and will be released only under the following conditions:

- (3) to a state agency for any other purpose; information maintained in personnel records will be released upon receipt of a written authorization from the employee,

former employee, or applicant for employment whose records are requested; if no such authorization is submitted, personnel records will be released to other state officials and employees who are authorized by statute to review such state documents, upon receipt of a subpoena issued by competent authority and the execution of an agreement that confidential information will not be released or made public.

### **AAM 220.020 Agency Responsibility**

The Division of Finance provides payroll information to agencies on hard copy reports, online reports, microfiche, and by other means. Agencies are responsible for ensuring only appropriately authorized individuals have access to this confidential, sensitive data. When the administrative purposes for these records are met, the data may be destroyed. Confidentiality of the records must be maintained until such destruction is complete.

### **AAM 220.030 Payroll and Leave Record Retention - Division of Finance**

Pursuant to [AS 37.05.040](#), the Commissioner of Administration is the legal custodian of all records, memoranda, writing, entries, prints, or combination of these, representation of any act, transaction, occurrence, or event of the department.

The General Administrative Records Retention Schedule, schedule number 100, identifies the Division of Finance as the 'office of record' for the original or official record copy of many types of payroll records. The types of records include automated payroll reports and individual payroll files for classified, partially exempt, and exempt employees. The individual payroll files, and online and archived Alaska Statewide Payroll System payroll records are used for employment verification and provide a complete history of personnel actions for an employee.

In addition to the online screens, the Division of Finance maintains a database, the Check History Easy Query (CHEQ) system, to retain payroll check records archived from the payroll system Online Check screen. The Division of Finance retains these files according to the General Administrative Records Retention Schedule.

The Division of Finance archives online payroll system segment information for all employees as follows:

1. Leave accumulators are archived annually.

2. Current year accumulators are retained online.
3. Warrant detail is archived monthly with the most recent twelve months retained online.
4. Time and attendance records are archived monthly with the most recent three or four months retained online.

In addition to the online screen segment information, the division periodically archives all online screen records for separated employees. The information is moved to archive screens that may be accessed by payroll system users.

To ensure confidentiality of payroll files, the division maintains original payroll records for employees and former employees in a secured area. Agency personnel obtaining records from payroll files in the secured area are required to sign in and may be required to show I.D. Identification is verified against a list of authorized agency certifying officers on file in the division. Agency personnel must also sign out prior to leaving the secured area.

<b>AAM 220.040 Departmental Record Retention</b>
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Agency human resources offices are required to maintain payroll records including time sheets and leave reports for all employees not exempt from FLSA. These payroll records must be retained for a period of at least three years beyond the calendar year in which the documented work and leave occurred. Federal programs may require similar retention of payroll records for employees whose salaries are paid from program funds. An agency's personnel and payroll work files contain the record copy of original (manual) pay and leave records that include leave records, corrections, payroll adjustments, retroactive worksheets, supplemental and online warrant actions, and time sheets.

Duplicate copies of these records may be destroyed when the administrative purpose for the copies is met. Confidentiality of records must be maintained until such destruction is complete.