

# Payroll report (GRS-2147)

## Utah General Retention Schedule

### Description

These report forms are completed and submitted to the district payroll office on or before the 5th day of each month authorizing payments for services rendered. These records include a variety of report forms including the payroll report form, the absence report, and the payroll voucher. The payroll report form is a summary of the contracted professional and classified personnel listing the days of absence, the reason for absence and the name of the substitute. The absence report form is a three part form documenting the absences of the district contracted employee's. The first copy (white) is sent to the district's payroll department, the second copy (canary) is retained by the school, and the third copy (pink) is kept by the employee. The payroll vouchers are submitted by employees for services rendered over and above their regular contract. Payment for such services may include extended career ladder days, substitute pay, instructional aides, specialists, supervision of facilities, adult education classes taught, etc. Other records included are career ladder payroll vouchers, W-4 forms, and payroll data sheets for new employees.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

School District  
Elementary School

### Effective

06/1994

### Previous Schedule Number

SD-1(94)-26