

4. HUMAN RESOURCE MANAGEMENT

The function of managing the state government agency's workforce.

4.1 ATTENDANCE AND LEAVE

The activity of documenting employee attendance and authorizing leave.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03030 Rev. 1	<p><i>Attendance and Leave Records</i></p> <p>Records relating to employee requests and approvals of attendance and leave.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Annual and sick leave, personal and contractual holidays; • Compensatory, exchange or overtime earned; • Requests/approvals/denials for any form of leave (including leave without pay); • Approvals and designations; • Leave donation documentation; • Returned/unused leave administration; • Time cards and time sheets, etc., documenting hours worked (including overtime). <p>Excludes:</p> <ul style="list-style-type: none"> • Records required to document time and effort as part of grant requirements covered by <i>Grants Received by Agency (DAN GS 23004)</i>. • Requests/approvals for use of Family and Medical Leave Act (FMLA) and shared leave covered by <i>Personnel – Health-Related Records (Routine) (DAN GS 03054)</i>. <p><i>Note: Time cards or time sheets that are required for retirement verification prior to the use of HRMS are to be retained under Retirement Verification (DAN GS 03032).</i></p>	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR