

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.9
SUBJECT: Records Required	Effective: 01/01/06
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**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**RECORDS REQUIRED**

South Carolina State University is responsible for maintaining certain kinds of information and data on all of its employees. Records of hours worked, all leave taken, and wages paid are required to be kept for all nonexempt employees who are subject to the minimum wage and/or overtime pay requirements of the Fair Labor Standards Act. Records must also be kept on persons employed in a bona fide executive, administrative or professional capacity.

In order to accommodate these record-keeping requirements, the following information shall be maintained:

1. Name
2. Social Security Number
3. Home address, zip code, etc.
4. Date of birth
5. Sex of employee
6. Occupation in which employed
7. Department in which employed
8. Total hours scheduled to work each week
9. Regular rate of compensation and basis for payment (salaried or hourly)

The official South Carolina State University payroll records include:

1. Total (gross) earnings paid each pay period, and net earnings after deductions
2. Itemized deductions from gross earnings
3. Closing date of pay period covered by payment
4. Date of payment of earnings

In each department, the remaining items are required by law to be kept on nonexempt employees:

1. Hours worked each workday and total hours worked each workweek (using time card or time sheet). Compensable time worked in excess of 40 hours a week must be approved in advance by the Vice President (or applicable Division Head) and the Vice President of Finance.

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2. Hours in which the employee did not work, but for which he or she was paid at regular rate, while on annual leave, sick leave, or a holiday.
3. Value of any meals furnished to the employee and/or value of any housing provided.
4. Total weekly regular (straight-time) earnings.
5. Total excess compensation for overtime, if any, during each workweek.

Departmental payroll records will be preserved permanently. The basic time records (time sheet or time cards), individual earnings, work schedules, wage rate tables, and supplementary basic records must be preserved at least three calendar years.

Care should be taken to ensure that time sheets reflect actual hours worked, not just hours scheduled. Record each daily total to the nearest quarter hour. If a correction is required on a time sheet, line through error, make correction, and initial. Use of correction fluid is not acceptable.

Falsification of attendance or leave records shall be cause for disciplinary action up to and including termination.