

2. Agency Code 715		STATE OF TEXAS Records Retention Schedule					SLR 105 <i>Form SLR 105C must accompany this form.</i>	
		3. Agency Name Prairie View A&M University (A Part of The Texas A&M University System)					Page	46 of 92
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. PVAMU Official Record Custodian
			Agency	Storage	Total	9. Remarks		

		<u>PERSONNEL RECORDS</u> Section 3.4 - Time and Leave Records					
3.4.001	03.400.10	Accumulated Leave Adjustment Request – Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	4		4		Assistant VP for Human Resources
3.4.002	03.401.10	Leave Status Report (each pay cycle) – Cumulative report is issued pay cycle and provides employee leave status information for each position.	4		4		Assistant VP for Human Resources
3.4.003	03.402.10	Less Than Full-Time Worked (dates and hours)	4		4	40 TAC 815.106(i)	Applicable Department Head
3.4.004	03.403.10	Overtime Authorizations	2		2		Applicable Department Head

Retention Code AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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3.4.005	03.404.10	Overtime Schedules	2		2			Applicable Department Head
3.4.006	03.405.10	Time Cards and Time Sheets	4		4		40 TAC 815.106(i)	Applicable Department Head
3.4.007	03.406.10	Time Off and/or Sick Leave Requests	4		4		Includes supporting documentation for leave requests, such as physician statements.	Assistant VP for Human Resources
3.4.008	03.407.10	Sick Leave Pool Records - Donations and Withdrawals	4		4			Assistant VP for Human Resources

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