Name of Policy: Disclosure of payroll information

Policy Number: 3364-40-11

Approving Officer: Senior Vice President for Finance and Administration

Responsible Agent: Controller

Scope: All University of Toledo Campuses

Original effective date: July 1, 2010

Minor/technical revision of existing policy

(A) Policy statement

Under normal daily operating activities, employees will only have access to their own individual time cards or electronic time card report and supervisors/department heads will have access to time cards and electronic time card reports for only those employees under their responsibility.

(B) Purpose of policy

The purpose of this policy is to provide guidance as to what information related to individual’s payroll can be released under what circumstances.

Appropriate human resources representatives may request access to time cards and/or electronic time card reports in response to labor grievances and requests. All requests from labor representatives must be submitted to human resources. For example, a legitimate request would be to check for proper recording of time or hours in accordance with state or federal rules and regulations.

Authorized individuals requesting to review time cards and/or electronic time card reports and are in compliance with the above regulations may come to the payroll office. The time cards and/or electronic time card reports will not be taken from the payroll office unless subpoenaed by a legal authority. Copies of time cards and/or electronic time card reports will not be forwarded to any department. Any authorized individual will be required to come to the payroll office and make their own copies.

Employment verification will be done by the payroll office only and only upon written request.

Individual sick time, vacation time, comp time, and personal time can be accessed in self-service on MyUT through the website by the employee.
Requests to change any employee records, such as changes in the use of vacation time or sick time must be made by the department supervisor to the payroll office in writing.

Adjustments to time cards and/or electronic time card reports must be made within two (2) pay periods after that pay period which is affected. All changes must be signed by the appropriate supervisor.

Personnel records as well as payroll information are subject to public disclosure in accordance with section 149.43 of the Ohio Revised Code.

Approved by:

/s/ S. Scarborough
Senior Vice President for Finance and Administration

July 2, 2010
Date

Review/Revision Completed by:
Senior Vice President for Finance and Administration
Senior Leadership Team
Controller

Policies Superseded by This Policy:
• 01-009 Disclosure of payroll information (former Health Science Campus policy, previous review date 7/1/03)

Initial effective date: July 1, 2010
Review/Revision Date:
Next review date: July 1, 2013