



Historical HCM Data Retention Recommendations

When transitioning from a prior HCM or payroll platform, customers should extract and retain the following categories of historical data. These records are commonly required for payroll processing, audits, employee inquiries, and regulatory compliance.

Note: Retention requirements vary by jurisdiction. Customers should consult their legal or HR advisors for specific obligations.

1. Employee Identity & Employment Eligibility

- Employee name and unique identifier
- Hire date(s) and rehire history
- Termination date(s), if applicable
- Form I-9 records and supporting documentation (stored separately)

Why: Required for employment verification, audits, and employee record continuity.

2. Job, Position & Status History

- Job title and department history
- Full-time / part-time status
- Exempt / non-exempt classification history
- Employment status changes (active, leave, terminated, rehired)

Why: Supports wage-hour compliance, FMLA eligibility, and historical reporting.

3. Compensation & Pay Rate History

- Salary and hourly rate history
- Effective dates of pay changes
- Bonus, commission, or incentive eligibility

Why: Needed for retroactive pay questions, audits, and employee disputes.

4. Time and Attendance History

Note: To support payroll accuracy, employee inquiries, and wage-and-hour compliance, we recommend retaining both **pay-period summaries** and, where available, **raw time records** from prior systems. Export formats and available detail vary by provider.

Recommended Data to Retain

- Daily and pay-period hour totals used for payroll
- Overtime hours and calculation results
- Paid time off, sick leave, and other leave usage
- Raw clock-in / clock-out records (if available)
- Meal and rest break punches (if tracked)
- Timecard edits and audit history (if available)

5. Payroll & Wage Payment Records

- Pay statements / check history
- Gross-to-net pay details
- Deductions and reimbursements
- Final pay records for terminated employees

Why: Required for FLSA compliance, tax audits, and employee inquiries.

6. Tax & Withholding Records

- Federal and state W-4 elections
- State and local withholding setup
- Garnishments and wage attachments

Why: Ensures accurate tax reporting and ongoing payroll compliance.

7. Benefits & Dependent Information

- Benefit plan enrollments and changes
- Dependent records
- Employer and employee contribution history
- COBRA eligibility and election records (if applicable)

Why: Required for benefits administration, ACA reporting, and audits.

8. Leave of Absence Records (FMLA / State / ADA)

- Leave requests and approvals
- Leave start and end dates
- FMLA usage tracking
- Return-to-work documentation

Why: Necessary for compliance with federal and state leave laws.

9. Performance & Employment Actions (Recommended)

- Performance reviews
- Disciplinary actions and warnings
- Promotions and demotions

Why: Useful for employee relations, litigation defense, and internal reporting.

10. Termination & Post-Employment Records

- Termination reason and date
- Final pay calculations
- COBRA notices
- Unemployment claim records

Why: Supports compliance, claims management, and historical reporting.

This document is provided for informational purposes. Consult your legal and HR advisors for jurisdiction-specific retention requirements.