

## Information Classification for Payroll

**Information Owner:** Asst Comptroller Payroll & Tax  
**Data Steward:** Cheryl Gray  
**Date:** August 2009

### Human Resource Related Information:

Purdue University maintains various types of information pertaining to the human resources.

| Information Name                    | Description  | Classifications |           |            |
|-------------------------------------|--|-----------------|-----------|------------|
|                                     |  | Public          | Sensitive | Restricted |
| <b>Payroll Cycle/Period</b>         | Defines the time periods and frequency which employees of Purdue are paid  | X               |           |            |
| <b>Payroll Deduction Offerings</b>  | The university allows authorized payroll deductions with written consent from employees, either through a benefits enrollment process, parking authorization, charitable contribution authorization, or credit union authorized deduction. Information about allowable offerings are public information. | X               |           |            |
| <b>Payroll Deduction Selections</b> | Specific authorizations and corresponding deductions for employees are restricted data.  |                 |           | X          |
| <b>Payroll Registers</b>            | These registers provide a summary of all payroll elements by employee by pay period, including gross pay, tax withholding, benefits contributions, deductions, garnishments, etc.  |                 |           | X          |
| <b>Direct Deposit Request</b>       | Data contained on the form is restricted, as it includes employees' identification and banking information.  |                 |           | X          |
| <b>Payroll Reports</b>              | A number of payroll reports are generated by pay period and posted to PageCenter. Examples of these reports include: <ul style="list-style-type: none"> <li>• Payroll Transmittals</li> <li>• Overtime Reports</li> <li>• Leave Reports</li> <li>• Statement of Payroll Charges</li> </ul>               |                 |           | X          |
| <b>Payroll Tax Forms</b>            | Payroll tax and international tax data contains personal information such as SSN/ITIN, deductions, exceptions, and marital status. Examples of these forms include:  |                 |           | X          |

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|  | <ul style="list-style-type: none"><li>• Form W-4 Employee Withholding Allowance (Federal)</li><li>• Form WH-4 Employee Withholding Allowance (State)</li><li>• Form W-5 Earned Income Credit</li><li>• Form 52, 52A, 52C Reciprocal Agreements</li><li>• Form 8233 Tax Treaty Benefits</li><li>• Form W-2 Wage and Tax Summary</li></ul> |  |  |  |
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