8.3 DISPOSITION OF FORMS

ALL Data Collection Documents or Forms Entered On-Line Must Be:

- Stamped with the Red "UPDATED ON-LINE"
- the preparers initials and
- the date that the update took place.
- The schedule number during which the update occurred should be clearly marked on the TOP of each form. Schedule numbers are listed on the OEU Schedule. The letter refers to the year. The number is assigned based on the cycles scheduled for each month.

Payroll is the Office of Record for the following:

- Oath/Patent
- W4
- BELI
- I-9

Forms requiring Payroll attention should be sent SEPARATELY (i.e. LX/RX, Surepay)