

## 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)