

List of Agency Reports and Control-D Retention Schedules

<u>Report Name</u>	<u>Description</u>	<u>Days Online</u>	<u>Total Retention Days</u>
NBEN715	TIAA Regular Deductions For Pay Period	365	7300
NBEN720	Employees Participating in TIAA/CREF	7	7
NBEN730	No Retirement Selection Made	7	7
NBEN742	TIAA/CREF Employees with Active Jobs and No Projected Dates	7	7
NBEN744	Agency/Employee Deduction Report - Child Support/Chapter 13 Bankruptcy	95	95
NBEN745	Agency/Employee Deduction Report - Creditor Garnishment	95	95
NBEN746	Agency/Employee Deduction Report - Federal Levy	95	95
NHRP521	Agency One Time Distribution Report	95	95
NHRP540	SUNY Hire and Rehire Load Process Error Report	95	185
NHRP549	PSC Exception Listing	95	365
NHRP564	Contract Adjustments	95	365
NHRP703	Mass Additional Pay Report	95	365
NHRP704	Mass Salary Increase/Mass Increment Payment Report	95	365
NHRP705	Worker's Compensation Transactions	35	95

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NHRP708	Mass Increment Pay Exception Report	95	365
NHRP709	Mass Salary Increase Exception Report	95	425
NHRP712	Payroll Expenditure Charge Register	185	185
NHRP719	Overfilled Salaried Positions	95	95
NHRP721	Employee Expenditure Charge Register	95	95
NHRP723	PS Certificate	365	730
NHRP725	Hry, Fee, Adj Not Paid In Last 3 Pay Periods	95	95
NHRP726	Payroll Expenditure Charge Register for Separate Checks	185	185
NHRP727	Employee Expenditure Charge Register for Separate Checks	95	95
NHRP729	Combined Emplid Report	95	365
NHRP733	DOB Change-to-Date Report	35	65
NPAY502 (A-X)	Error Report – Rejected Time Entry Transactions	35	65
NPAY707	Fingerprint Fees	35	35
NPAY715	Check Reversal Report	365	9998
NPAY720	Payroll Advice Register	185	185
NPAY721	Payroll Check Register	185	185
NPAY722	Deductions Not Reported	95	95
NPAY727	Dept DEDCD Balance Summaries	95	95

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NPAY731	W-2 Audit Report	365	9998
NPAY738	Exempt from State and Federal Taxes	95	365
NPAY741	Aliens Who Have Reached Their Treaty Limits	95	95
NPAY745	Incomplete Employee Address Report	35	35
NPAY747	M/C Cash Merit Award Report	95	95
NPAY749	Zero Paycheck Report	185	185
NPAY756	PS&T Longevity Eligibility Listing	365	1461
NPAY758	Educational Assistance Payments Received From GOER	365	730
NPAY766	Non-Barcodeable Address Report	35	65
PAY002	Payroll Register	95	95
TAX113	Reset W-5 EIC Employees	365	1100