

## New York State Office of the State Comptroller

**List of Agency Control-D Reports and Retention Schedules**

<b>Report</b>	<b>Report Name</b>	<b>Days online</b>	<b>Total Days Retention</b>
NBEN710	SUNY Employee Eligibility Report	7	7300
NBEN715	TIAA Regular Deduction	365	7300
NBEN720	Employees Going Participating TIAA/CREF	7	7
NBEN725	Maintenance Deductions	365	365
NBEN730	No Retirement Selection	7	7
NBEN739	Direct Deposit Cancelled	35	35
NBEN742	TIAA/CREF Employees With Active Jobs & No Projected Dates	7	7
NBEN744	Agency Employee Deduction Report – Child Support/Bankruptcy	95	95
NBEN745	Agency Employee Deduction Report - Garnishments	95	95
NBEN746	Agency Employee Deduction Report – Federal Levy	95	95
NBEN749	SRA/TDA Default	35	730
NHRP519	DCS Certification	95	95
NHRP521	Agency One-Time Distribution	95	95
NHRP540	SUNY Hire-Rehire	95	185
NHRP564	Contract Pay Adjunct Raise	95	365
NHRP703	Retro Mass Raise	95	365
NHRP704	Retro Mass Raise	95	365
NHRP705	Workers Comp Transactions	35	95
NHRP708	Increment Payment Exception Report	95	365
NHRP709	Mass Salary Increase Exception Report	95	425
NHRP712	Payroll Expenditure Charge Register Report	185	185
NHRP721	Employee Expenditure Charge Register Report	95	95
NHRP723	PS Certificate	365	730
NHRP725	Hry, Fee, Adj Not Paid	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	Change-To-Date Report	35	65
NHRP736	PS2 Less Than 1248	95	365
NPAY502	Time Entry Interface	35	65
NPAY707	Fingerprint Fees	35	35
NPAY715	Payroll Register of Check Reversals	365	9998
NPAY720	Payroll Advice Register	185	185

<b>Report</b>	<b>Report Name</b>	<b>Days online</b>	<b>Total Days Retention</b>
NPAY721	Payroll Check Register	185	185
NPAY722	Deductions Not Taken	95	95
NPAY727	Dept DEDCD Balance Summaries	95	95
NPAY731	W-2 Audit Report	365	9998
NPAY738	Employees Exempt From Federal And State Taxes	95	365
NPAY741	Aliens Who Have Reached Their Limit	95	95
NPAY745	Incomplete Employee Address Report	35	35
NPAY747	M/C Cash Merit Award Report	95	95
NPAY749	Zero Checks To Void Payroll Register	185	185
NPAY752	SSA Verification	185	425
NPAY756	Employees Eligible For Longevity Payments	365	365
NPAY758	EDA Payments Rec From GOER, PEF & CSEA	365	730
NPAY766	Unbarcodable Addresses	35	65
PAY002	Payroll Register	95	365
TAX113	Reset W-5 EIC Employees	365	365
TAX 950	1042S Forms	365	9998
TAX950AU	1042S Audit Forms	365	9998