

Report ID	Report Name	Frequency	Sort Criteria	Retention	Permanent
DT28272	Individual Income Tax Payroll Deductions Paid in Full	Bi-Monthly	Agency	2 Regular Pay Cycles	N
HAA8000	Leave Balance Report	Pay Cycle	Agency/Pay Location	2 Regular Pay Cycles	N
HAA8100	Leave Liability Report	Monthly	Agency/Fund	3 Months	N
HAR1100	One Time Pay and Deduction Register Report	Pay Cycle	Agency/Pay Location	2 Regular Pay Cycles	N
HAR1200	Deduction Processing Exception Report	Pay Cycle	Agency/Pay Location	2 Regular Pay Cycles	N
HAR1300	Check Cancellation Register Report	Pay Cycle	Agency/Pay Location	6 Months	Y
HAR1400	External Adjustments Report	Pay Cycle	Agency/Pay Location	2 Years	N
HAR2200	Time and Leave Rejected Transaction Report	Pay Cycle	Agency	2 Regular Pay Cycles	N
HAR5200	Payroll Register Report	Pay Cycle	Agency/Pay Location	6 Months	Y
HAR5300	Hours-to-Gross Register Report	Pay Cycle	Agency/Pay Location	6 Months	N
HAR6100	Paycheck Register Report	Pay Cycle	Agency/Pay Location	6 Months	Y
HAR6200	Direct Deposit Register Report	Pay Cycle	Agency/Pay Location	6 Months	Y
HAR6300	Paycheck Control List	Pay Cycle	Agency	2 Regular Pay Cycles	N
HBA6000	Probationary Period Tickler Report	Monthly	Agency	3 Months	N
HBA9000	Missing Personal Attributes	Monthly	Agency	3 Months	N
HBA9100	Personal Attribute Override Audit Report	Monthly	Agency	3 Months	N
HKA3000	Employee by Position	Monthly	Agency	3 Months	N
ODW801R1	Vacant/Inactive Positions on PUD3	Pay Cycle	Agency/Org	2 Regular Pay Cycles	N
ODW840	Fringe Benefits Amount Report	Pay Cycle	Agency	6 Months	N
ODW843	Current Earnings Report for Multiple Appointments	Pay Cycle	Agency/Org	6 Months	N
ODW891	Data Warehouse SNAP Employee Error Report	Daily	Agency	1 Week	N
ODW897	Share Leave Report	Pay Cycle	Agency	2 Regular Pay Cycles	N
ODW934	PUD3 Reporting Structure Errors/Omissions	Monthly	Agency/Org	3 Months	N
OHB0501	Zero Check Register Report	Pay Cycle	Payroll Number/ Pay Location	6 Months	N
OHB0805	Year-To-Date Payroll Register Report	Quarterly	Agency/Org	3 Years	Y
OHB0816	Current Earnings Register Report	Pay Cycle	Agency/Org	6 Months	Y
OHB0823	Allocated Vacant Position Report	Monthly	Agency/Org	3 Months	N
OHB0825	Active Positions Report	Monthly	Agency/Org	3 Months	N
OHB0856	Dental Deduction Report	Requestable	Agency/Pay Location	3 Months	N
OHB0863	Restricted (Limited) Allocation Report	Monthly	Agency/Org	3 Months	N
OHB0877	SUSE ESMT Audit Trail Report	Daily	Agency/Org	3 Months	N
OHB513R1	CPER/PPER Detail Lines Not Processed Report	Daily	Agency	2 Regular Pay Cycles	N
OHB535R1	Adjustment Activity Report	Pay Cycle	Agency/Org	2 Years	N
OHB547R1	Leave Projection Report	Annual or Requestable	Agency/Org	3 Months	N
OHB585	PACC Federal Aid Error Report	Daily	None	2 Regular Pay Cycles	N
OHB595R1	Payroll Accounting Adjustment Audit Report (PMAC)	Daily	Fund	3 Months	N
OHB595R2	Payroll Mass Accounting Change Audit Report (PACC)	Daily	Fund	3 Months	N
OHB622R1	Federal Exempt/EIC Employee Report	Annual	Agency/Org	3 Years	N
OHB781R1	Deferred Comp Error Report	Pay Cycle	Agency	2 Regular Pay Cycles	N
OHB801R1	Training Tracking Report	Monthly	Agency/Org	3 Months	N

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OH817R1	PERforM Rater Without Reviewer Report	Pay Cycle	Agency/Org	2 Regular Pay Cycles	N
OH819R	Employees Not Paid	Pay Cycle	Agency/Org	2 Regular Pay Cycles	N
OH945R1	Daily Transaction Load Report	Daily	Agency/Pay Location	3 Months	N
OH962R1	Employees Not on Direct Deposit	Pay Cycle	Agency/Org	2 Regular Pay Cycles	N
OH966R1	Terminated Employees with Non-Zero Leave Balances	Requestable	Agency	3 Months	N
OHUB807	Annual Wage & Tax Report By Ag/Org Report	Annual	Agency/Org	3 Years	Y
OHUB811	Allocated Position Listing Report	Monthly	Agency/Org	3 Months	N
OHUB821	Time & Attendance Activity	Pay Cycle	Agency/Org	2 Regular Pay Cycles	N
OHUB829	Time & Attendance Adjustment Activity Accounting Changes	Daily	Agency/Org	2 Regular Pay Cycles	N
OHUB831	Time and Leave Accepted Transaction Report	Daily	Agency/Org	2 Regular Pay Cycles	N