Retirement Online

NYSLRS
New York State and Local Retirement System

Retirement Online Security Roles for State Agencies

Security roles determine a user's access to functions inside *Retirement Online*. Users also receive notifications from NYSLRS based on their security roles. These notifications appear on the *Retirement Online Account Homepage* and include important information about your employees. Some notifications may also have a link to perform an action. Therefore, it is critical to designate a user for each security role to ensure receipt of all notifications sent by NYSLRS. For more detailed descriptions of the notifications, see our Notifications Tool. If you have questions about security roles and the notifications they receive, please email the Retirement Online Help Desk at RetirementHelpDesk@osc.ny.gov or call 844-619-9614.

The actions associated to these red highlighted notifications below will be completed by the Payroll Services reporting process. No action is required of the agency.

For agencies that are <u>not</u> supported by OGS' Business Service Center (BSC):

Role Title	Role Description	Notifications
Payroll	• Receives requests to change/maintain payroll deductions owed to NYSLRS • Accesses the listing of all contribution rates for employees for a Location Code and the effective date of any contribution rate changes • Views reported earnings and service for current and prior fiscal years	• Member has completed their tier reinstatement • Member has reached the mandatory retirement age for their retirement plan • Request for Salary and Service Certification forms on behalf of a member • Member has applied for retirement • Member has terminated employment • Member is deceased • Member has elected coverage under Chapter 751, PFRS Tier 2 • Changes to loan or service credit purchase deductions for a member

Role Title	Role Description	Notifications
Personnel	• Accesses the Enroll a Member functionality and completes enrollment for employees under their Location Code • Receives confirmation of the member's NYSLRS ID, Registration Number, Employment Instance, Tier, and Contribution Rate upon successful submission • Uploads Optional Enrollment forms	• Member has completed their tier reinstatement • Member has reached the mandatory retirement age for their retirement plan • Member has applied for retirement • Member enrollment and contribution rate information • Member is deceased • Member has elected coverage under Chapter 751, PFRS Tier 2
Contact Administrator	• Maintains employer contact information for individuals with whom NYSLRS communicates about topics including payroll, billing, personnel, security, etc. • Completes periodic reviews and updates to employer contacts. This includes adding new contacts, removing old contacts, and modifying the demographic information of existing contacts.	• Member is deceased
Security Administrator	• Requests *Retirement Online* system access for their location code for users who need it to do business with NYSLRS. • Monitors for fraud or suspicious activity. • Reports unusual activity to NYSLRS for follow up. • Removes access when necessary. • Works with Contact Administrator to confirm that roles are properly assigned and fully staffed	Not applicable

For agencies that are supported by OGS' Business Service Center (BSC):

Role Title	Role Description	Notifications
Payroll	• Receives requests to change/maintain payroll deductions owed to NYSLRS • Accesses the listing of all contribution rates for employees for a Location Code and the effective date of any contribution rate changes • Views reported earnings and service for current and prior fiscal years ***Note:*** *This role will be held by BSC representatives for your agency.*	• Member has completed their tier reinstatement • Member has reached the mandatory retirement age for their retirement plan • Request for Salary and Service Certification forms on behalf of a member • Member has applied for retirement • Member has terminated employment • Member is deceased • Member has elected coverage under Chapter 751, PFRS Tier 2 • Changes to loan or service credit purchase deductions for a member
Personnel	• Accesses the Enroll a Member functionality and completes enrollment for employees under their Location Code • Receives confirmation of the member's NYSLRS ID, Registration Number, Employment Instance, Tier, and Contribution Rate upon successful submission • Uploads Optional Enrollment forms ***Note:*** *This role will be held by BSC representatives for your agency.*	• Member has completed their tier reinstatement • Member has reached the mandatory retirement age for their retirement plan • Member has applied for retirement • Member enrollment and contribution rate information • Member is deceased • Member has elected coverage under Chapter 751, PFRS Tier 2
Contact Administrator	• Maintains employer contact information for individuals with whom NYSLRS communicates about topics including payroll, billing, personnel, security, etc. • Completes periodic reviews and updates to employer contacts. This includes adding new contacts, removing old contacts, and modifying the demographic information of existing contacts. ***Note:*** *This role will be held by BSC representatives for your agency. However, agencies can designate one representative for this role as well.*	• Member is deceased

Role Title	Role Description	Notifications
Security Administrator	• Requests Retirement Online system access for their location code for users who need it to do business with NYSLRS. • Monitors for fraud or suspicious activity. • Reports unusual activity to NYSLRS for follow up. • Removes access when necessary. • Works with Contact Administrator to confirm that roles are properly assigned and fully staffed ***Note:*** *This role will be held by BSC representatives for your agency.*	Not applicable

Please note: The following security roles will be visible in *Retirement Online* but they are not applicable to State agencies, as the functionality is accounted for by Payroll Services processing:

• Board Clerk
• Employer Billing
• Employer Reporting Submitter
• Employer Reporting Uploader