

Directions for Enrolling and Reporting a Member After They've Already Been Paid at Your Location

There may be situations where you are unable to enroll an employee to membership and/or have been unable to obtain their registration number and contribution rate before they are paid for the first time. When this occurs, the steps below should be followed to ensure the employee is successfully enrolled and made current.

These steps must be followed for all new employees at your location, whether they have an existing membership with NYSLRS or are new members, regardless of tier.

Step	Action
1	<p>Enroll the employee as soon as possible using the Retirement Online Enrollment Dashboard. Mandatory employees can be enrolled through Retirement Online at any time, however, optional members may only be registered using Retirement Online if they are working on the date you are enrolling them. If you are enrolling an optional member outside of regular business hours, a Registration Application may still be faxed to NYSLRS.</p>
2	<p>Once you are provided with a registration number and contribution rate for your employee, these values must be entered into your payroll system to ensure the correct contributions are taken from the member moving forward.</p> <p>a. To determine if a Registration Application you faxed or mailed to NYSLRS has been completed, navigate to your Member Contribution Rates page in Retirement Online to verify the member's information appears on this page. If it does, you may report the member. If the member's information is not on this page, the enrollment has not been completed yet.</p> <p>If you get a message saying the member already exists for this location, this means their enrollment has been entered and will process overnight. You can check the member contribution rates page the next business day for their information.</p> <p>b. From the enrollment date forward, you should report this individual just as you would any other member.</p>
3	<p>For each reporting period that the member was employed but unable to be reported, retroactively submit a REGULAR (not adjustment) report detailing the member's days and earnings. DO NOT REPORT CONTRIBUTIONS as Retirement Online will not accept them. For example, if a member joined your organization in March, but was unable to be enrolled until May, you would be expected to submit only days and earnings for the months of March and April.</p> <p>a. Once you've submitted the days and earnings for this member, NYSLRS will calculate the Service Credit Purchase (Arrears) cost associated with their past earnings. We will contact the member directly regarding this cost and, where applicable, will send the primary employer a notification to start Service Credit Purchase deductions on behalf of the member.</p>

Please note: Registration numbers are required for report submission. Members without registration numbers must be omitted from report. If the member has a registration number from prior employment, same procedure applies.