

Thomas P. DiNapoli, State Comptroller

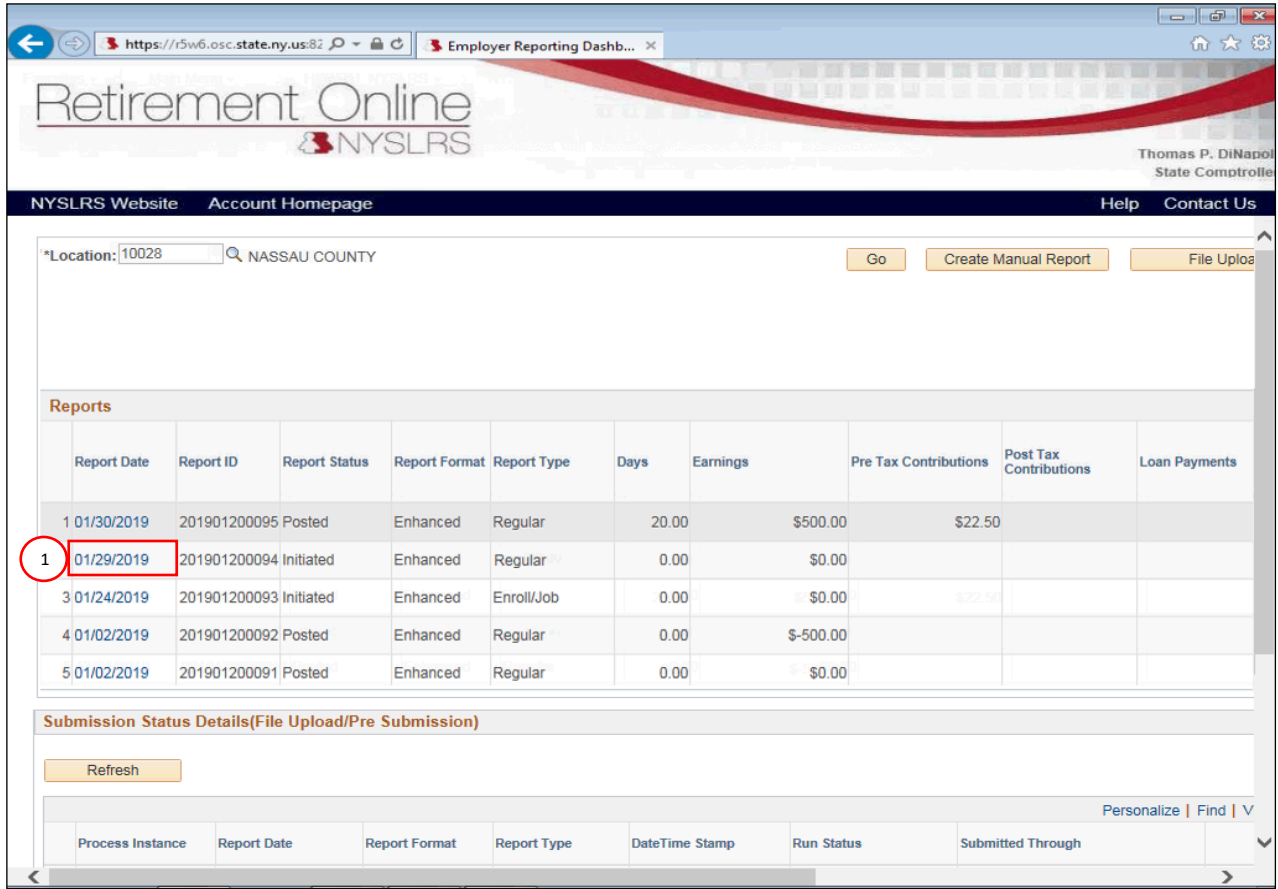


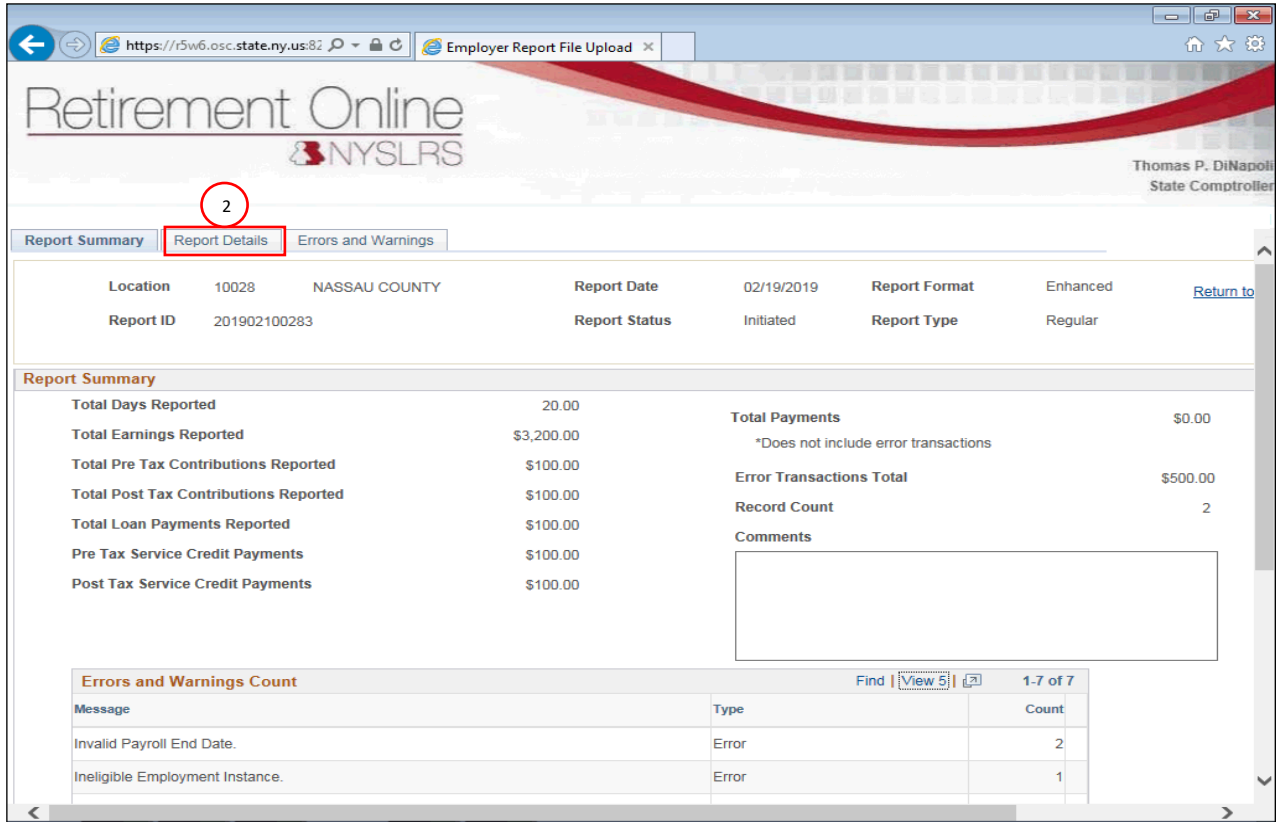
Add a Row to an Employee's Data Before Submitting

This job aid shows you (as an Employer Reporting Submitter) how to add a new row to an employee's data before submitting and posting an enhanced report in *Retirement Online*.

You would do this after a file has been uploaded, if you need to add more information to an employee's uploaded data. For example, if an employee's earned overtime was not included in the original uploaded file, you could add a row in order to add the overtime earnings to that report.

Rows can be added to "initiated" reports (reports that have been created, but not yet submitted).

Step	Action																																																												
<p>1.</p>	<p>From the <i>Employer Reporting Dashboard</i>, in the 'Reports' section, click the blue highlighted Report Date link for the report you'd like to add a row to.</p> <p>01/29/2019</p> <p>Note: Only reports that say 'initiated' in the Report Status column can be edited or deleted.</p>  <table border="1" data-bbox="682 548 1894 847"> <thead> <tr> <th>Report Date</th> <th>Report ID</th> <th>Report Status</th> <th>Report Format</th> <th>Report Type</th> <th>Days</th> <th>Earnings</th> <th>Pre Tax Contributions</th> <th>Post Tax Contributions</th> <th>Loan Payments</th> </tr> </thead> <tbody> <tr> <td>1 01/30/2019</td> <td>201901200095</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>20.00</td> <td>\$500.00</td> <td>\$22.50</td> <td></td> <td></td> </tr> <tr> <td>1 01/29/2019</td> <td>201901200094</td> <td>Initiated</td> <td>Enhanced</td> <td>Regular</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3 01/24/2019</td> <td>201901200093</td> <td>Initiated</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> <td>\$22.50</td> <td></td> <td></td> </tr> <tr> <td>4 01/02/2019</td> <td>201901200092</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>0.00</td> <td>\$-500.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5 01/02/2019</td> <td>201901200091</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Report Date	Report ID	Report Status	Report Format	Report Type	Days	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	1 01/30/2019	201901200095	Posted	Enhanced	Regular	20.00	\$500.00	\$22.50			1 01/29/2019	201901200094	Initiated	Enhanced	Regular	0.00	\$0.00				3 01/24/2019	201901200093	Initiated	Enhanced	Enroll/Job	0.00	\$0.00	\$22.50			4 01/02/2019	201901200092	Posted	Enhanced	Regular	0.00	\$-500.00				5 01/02/2019	201901200091	Posted	Enhanced	Regular	0.00	\$0.00			
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<p>2.</p>	<p>The <i>Report Summary</i> Page will appear. Click the Report Details tab.</p> <div data-bbox="275 277 470 321" style="border: 1px solid black; padding: 2px; display: inline-block;">Report Details</div>  <p>The screenshot shows the Retirement Online interface for NYSLRS. The browser address bar is https://r15w6.osc.state.ny.us:82. The page title is "Retirement Online NYSLRS" and the user is identified as Thomas P. DiNapoli, State Comptroller. The "Report Details" tab is selected and circled with a red "2". The report information is as follows:</p> <table border="1"> <thead> <tr> <th>Location</th> <td>10028 NASSAU COUNTY</td> <th>Report Date</th> <td>02/19/2019</td> <th>Report Format</th> <td>Enhanced</td> </tr> </thead> <tbody> <tr> <td>Report ID</td> <td>201902100283</td> <th>Report Status</th> <td>Initiated</td> <th>Report Type</th> <td>Regular</td> </tr> </tbody> </table> <p>The "Report Summary" section displays the following data:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Value</th> <th>Category</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Total Days Reported</td> <td>20.00</td> <td>Total Payments</td> <td>\$0.00</td> </tr> <tr> <td>Total Earnings Reported</td> <td>\$3,200.00</td> <td colspan="2">*Does not include error transactions</td> </tr> <tr> <td>Total Pre Tax Contributions Reported</td> <td>\$100.00</td> <td>Error Transactions Total</td> <td>\$500.00</td> </tr> <tr> <td>Total Post Tax Contributions Reported</td> <td>\$100.00</td> <td>Record Count</td> <td>2</td> </tr> <tr> <td>Total Loan Payments Reported</td> <td>\$100.00</td> <td colspan="2">Comments</td> </tr> <tr> <td>Pre Tax Service Credit Payments</td> <td>\$100.00</td> <td colspan="2" rowspan="2"></td> </tr> <tr> <td>Post Tax Service Credit Payments</td> <td>\$100.00</td> </tr> </tbody> </table> <p>The "Errors and Warnings Count" table is shown below:</p> <table border="1"> <thead> <tr> <th>Message</th> <th>Type</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Invalid Payroll End Date.</td> <td>Error</td> <td>2</td> </tr> <tr> <td>Ineligible Employment Instance.</td> <td>Error</td> <td>1</td> </tr> </tbody> </table>	Location	10028 NASSAU COUNTY	Report Date	02/19/2019	Report Format	Enhanced	Report ID	201902100283	Report Status	Initiated	Report Type	Regular	Category	Value	Category	Value	Total Days Reported	20.00	Total Payments	\$0.00	Total Earnings Reported	\$3,200.00	*Does not include error transactions		Total Pre Tax Contributions Reported	\$100.00	Error Transactions Total	\$500.00	Total Post Tax Contributions Reported	\$100.00	Record Count	2	Total Loan Payments Reported	\$100.00	Comments		Pre Tax Service Credit Payments	\$100.00			Post Tax Service Credit Payments	\$100.00	Message	Type	Count	Invalid Payroll End Date.	Error	2	Ineligible Employment Instance.	Error	1
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<p>3.</p>	<p>The <i>Report Details</i> page will appear. It will list all of the employees that were included on the uploaded report. You can scroll through to find the employee whose information you need to edit, or you can use the search function.</p> <p>Note: In this example, the uploaded file credited the employee with 150 hours worked and \$1,500.00 in earnings for the employee.</p> <p>Before submitting the report, we will manually add 10 hours of overtime and the associated earnings, which should have been included in the uploaded file.</p> <p>Scroll to the right to the View/Edit link.</p>

Retirement Online NYSLRS

Thomas P. DiNapoli
State Comptroller

NYSLRS Website • Account Homepage

Report Summary | **Report Details** | Errors and Warnings

Location: 10028 NASSAU COUNTY Report Date: 02/07/2019 Report Format: Enhanced

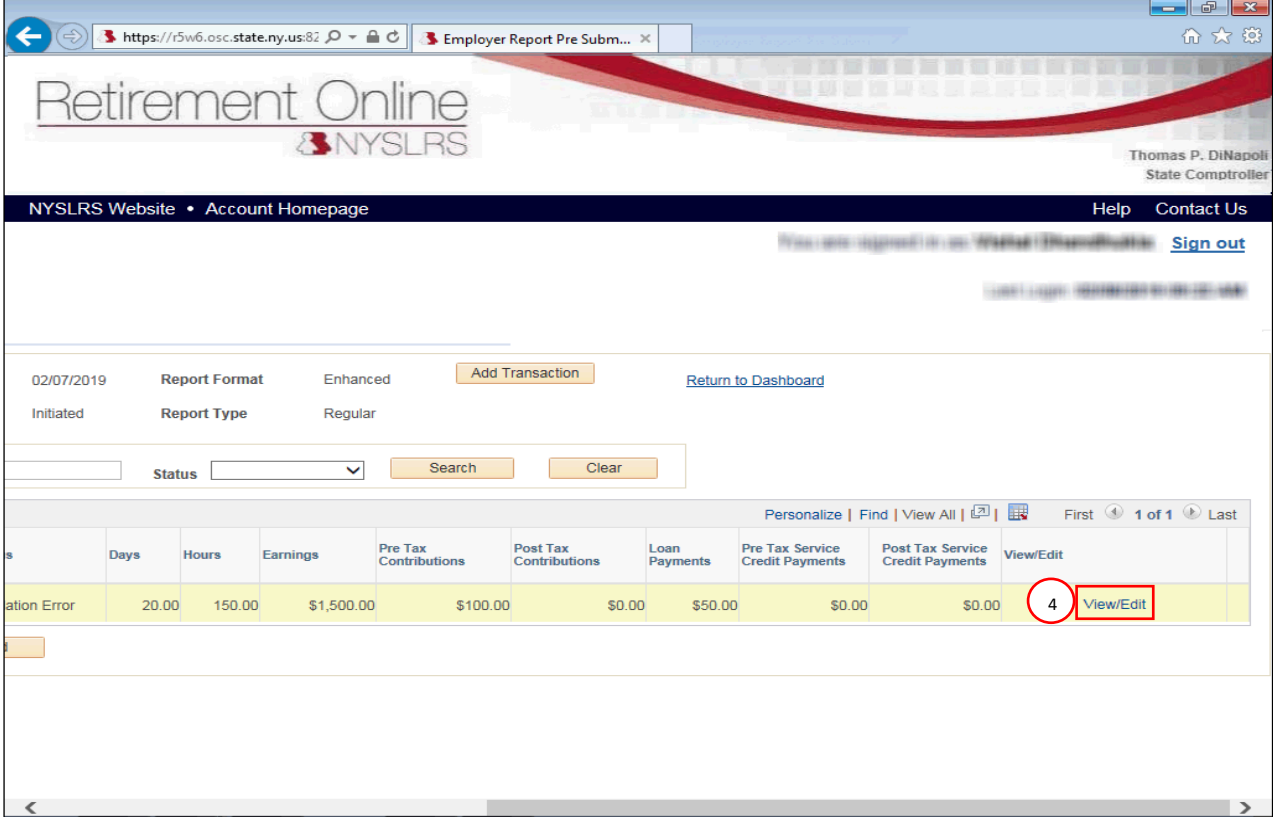
Report ID: 201902100283 Report Status: Initiated Report Type: Regular

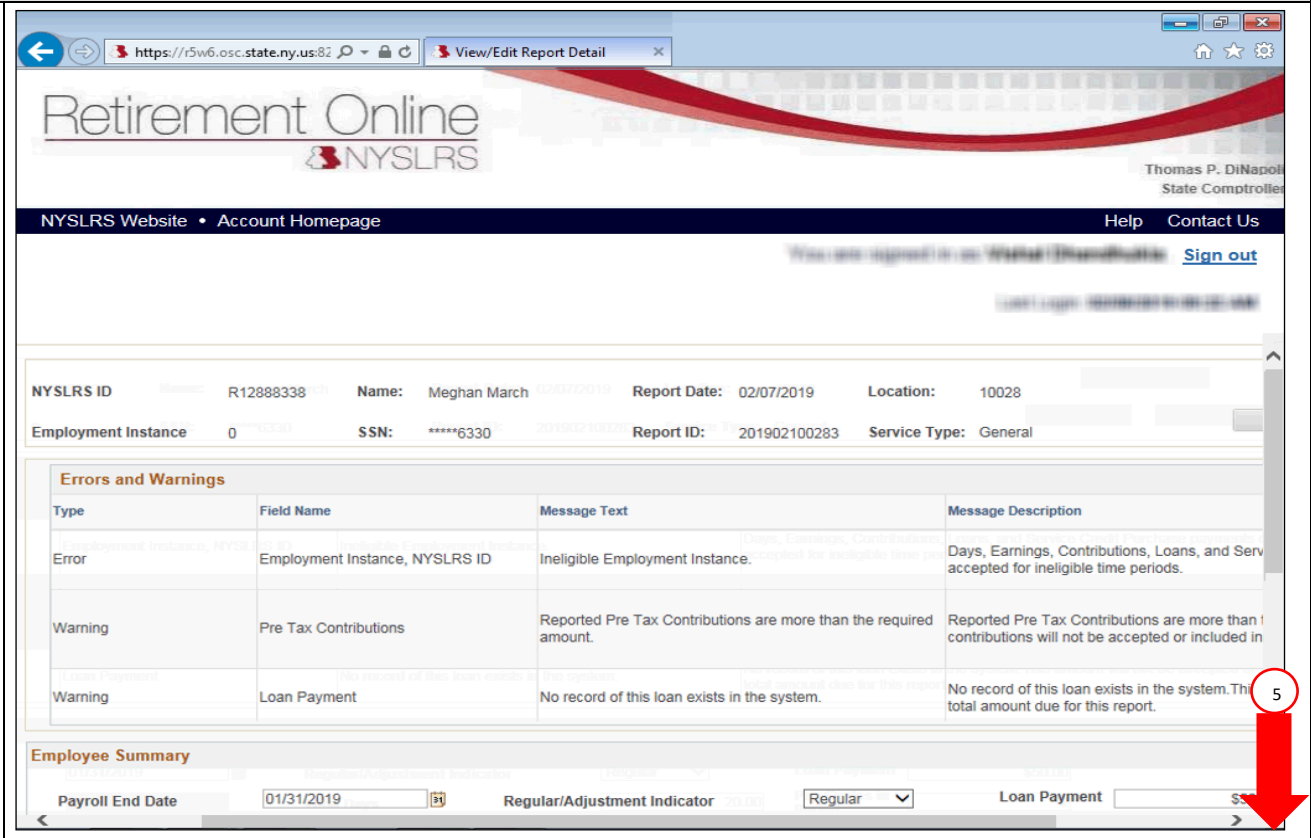
NYSLRS ID: [] SSN: [] First Name: [] Last Name: [] Status: [] Search


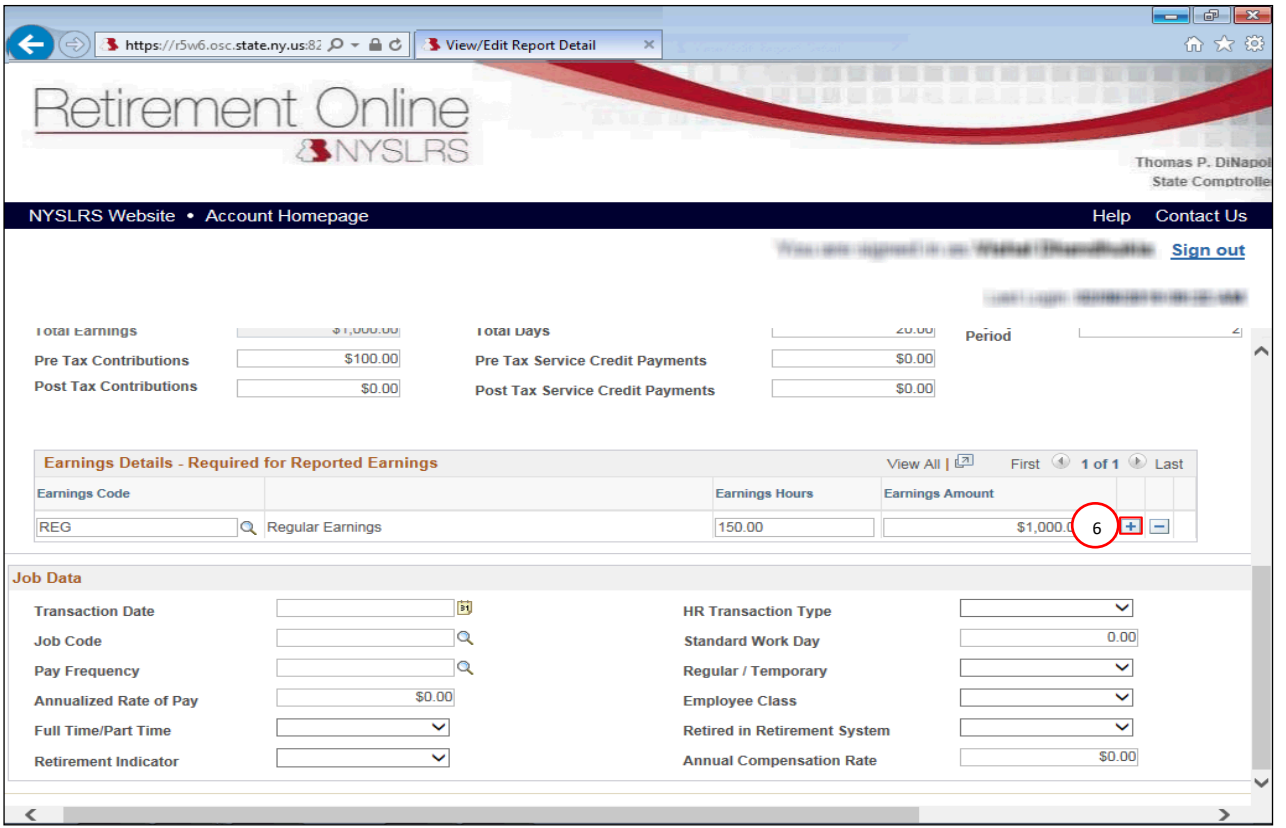
	NYSLRS ID	Empl Rcd	Social Security Number	First Name	Last Name	Status	Days	Hours	Earnings	Pre Tax Contributions
<input type="checkbox"/>	R12888338	0	[REDACTED]	Meghan	March	Validation Error	20.00	150.00	\$1,500.00	\$100.00


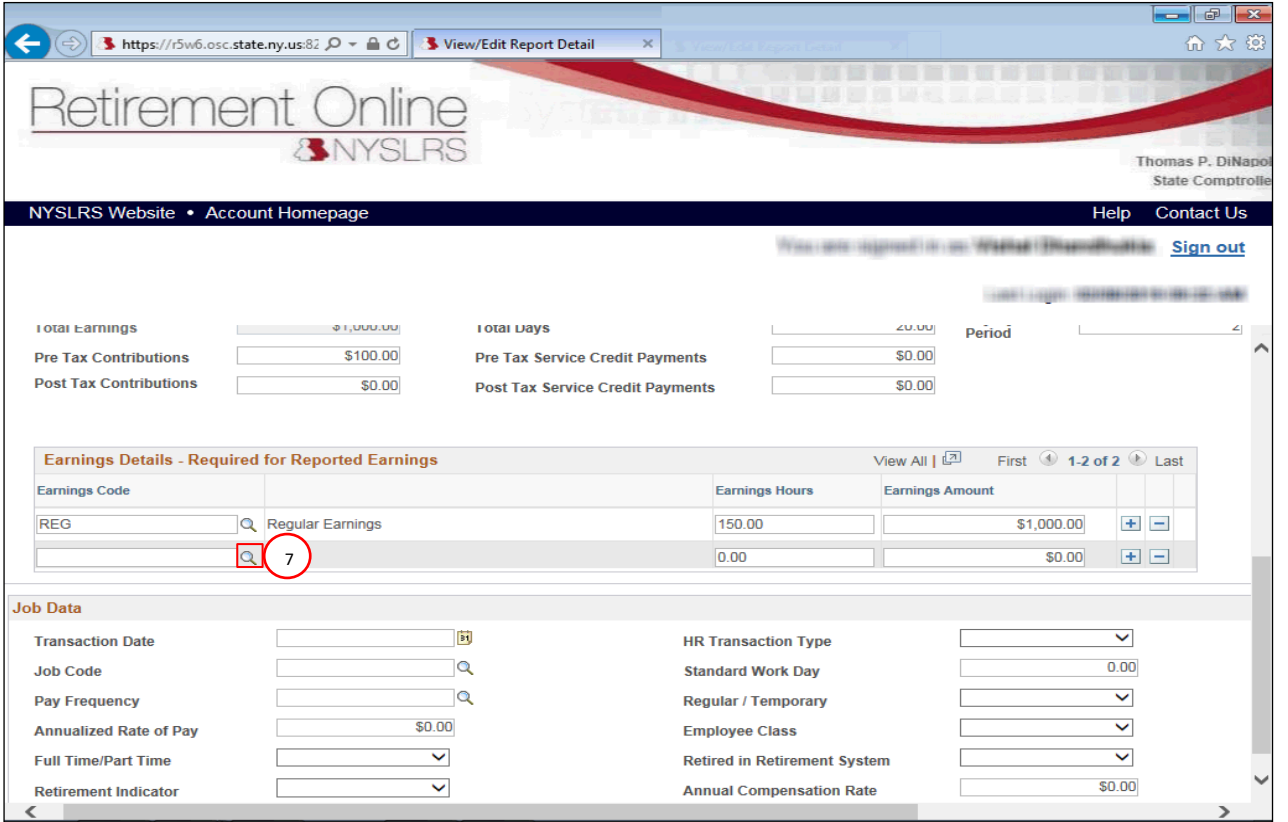
Select All Deselect All Delete Selected

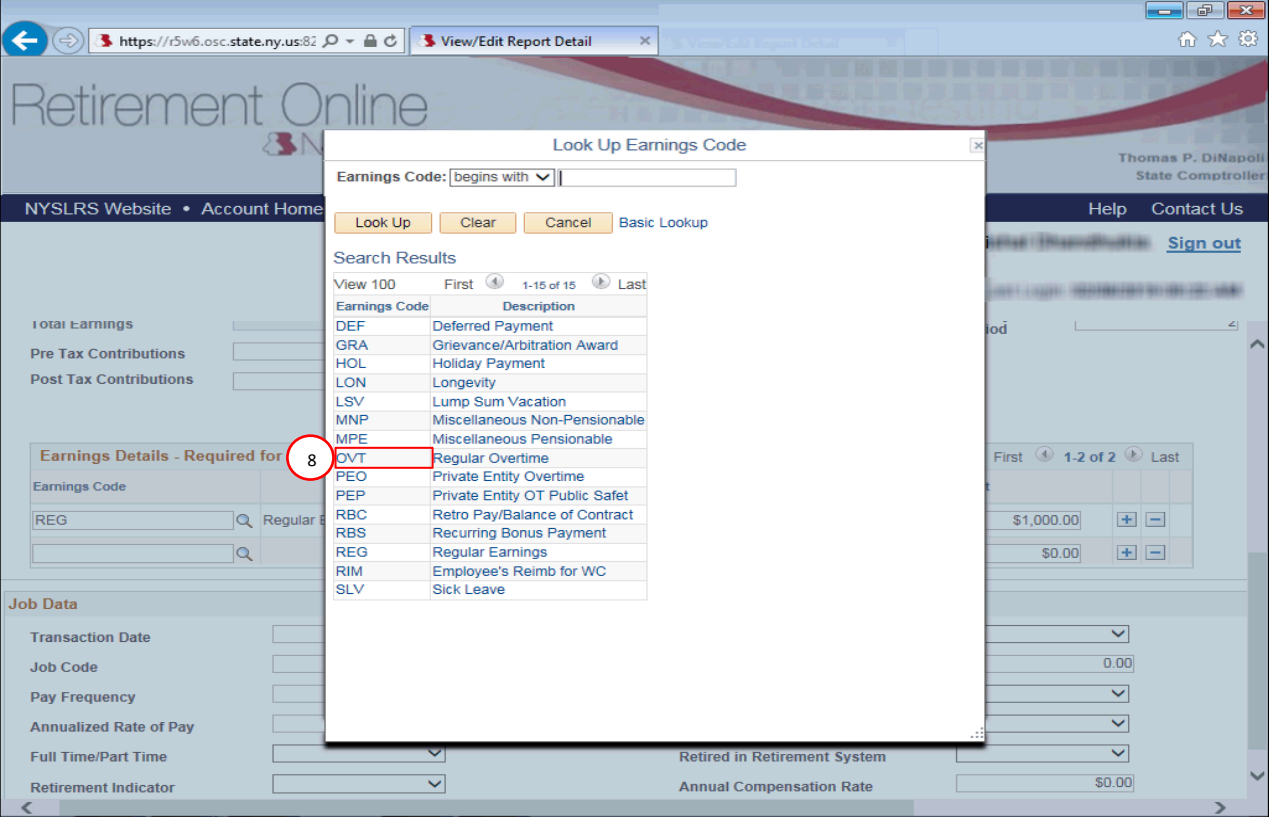
3 →

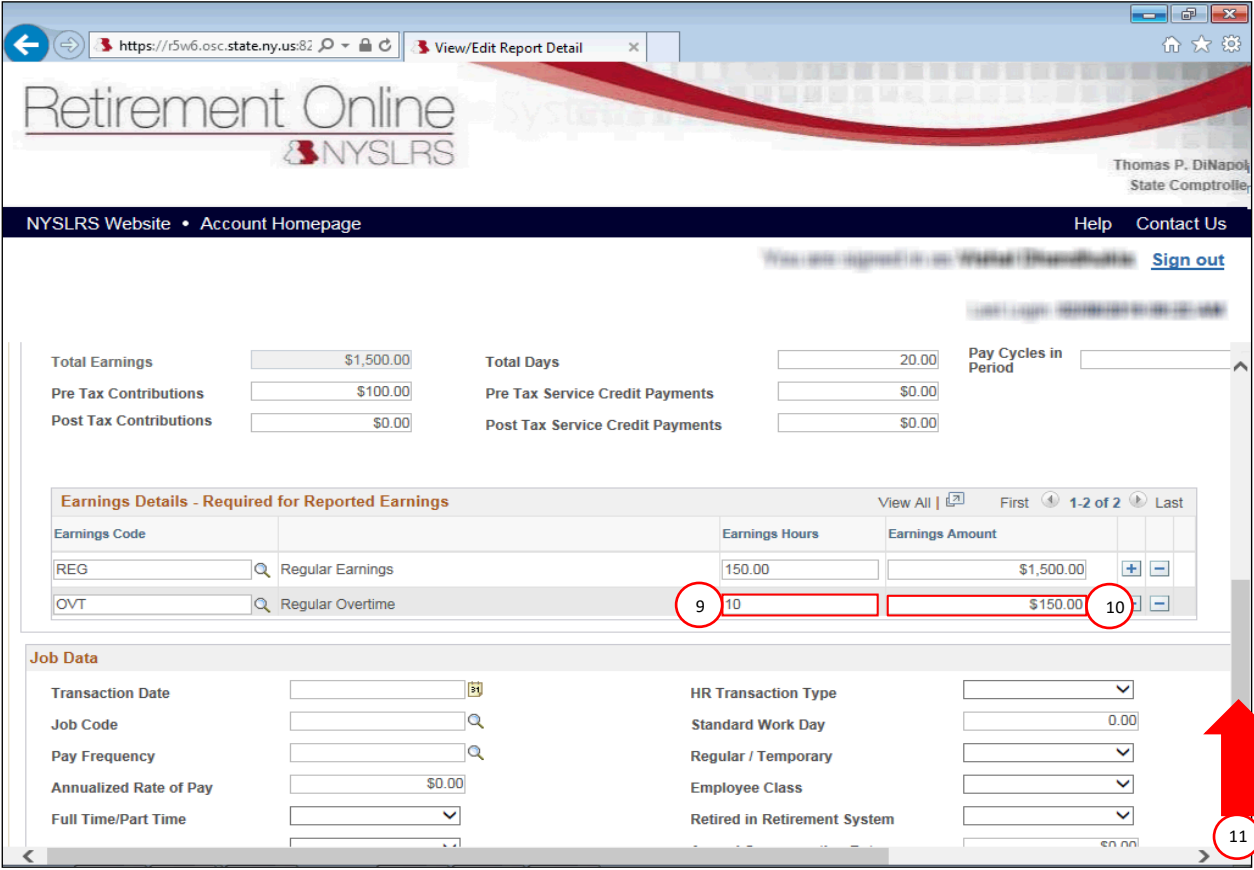
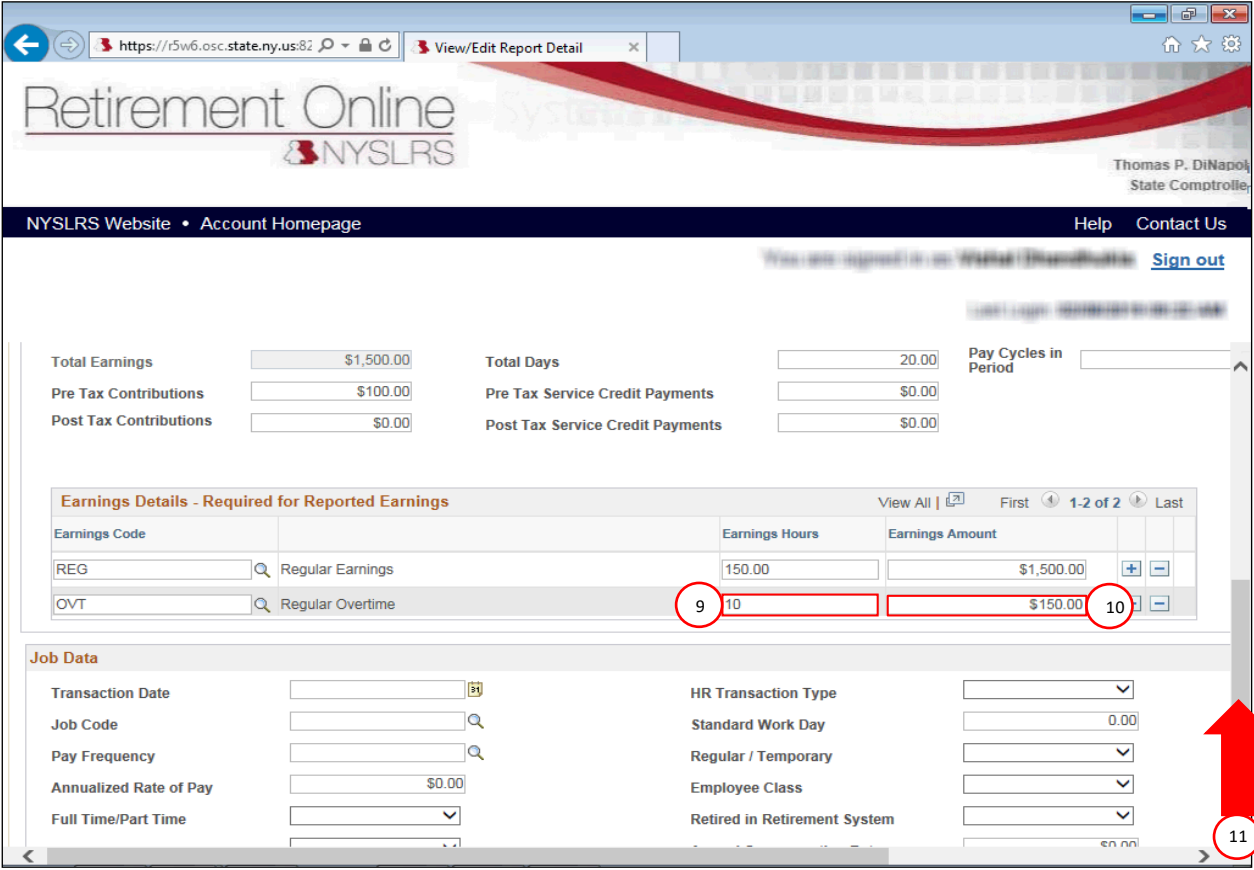
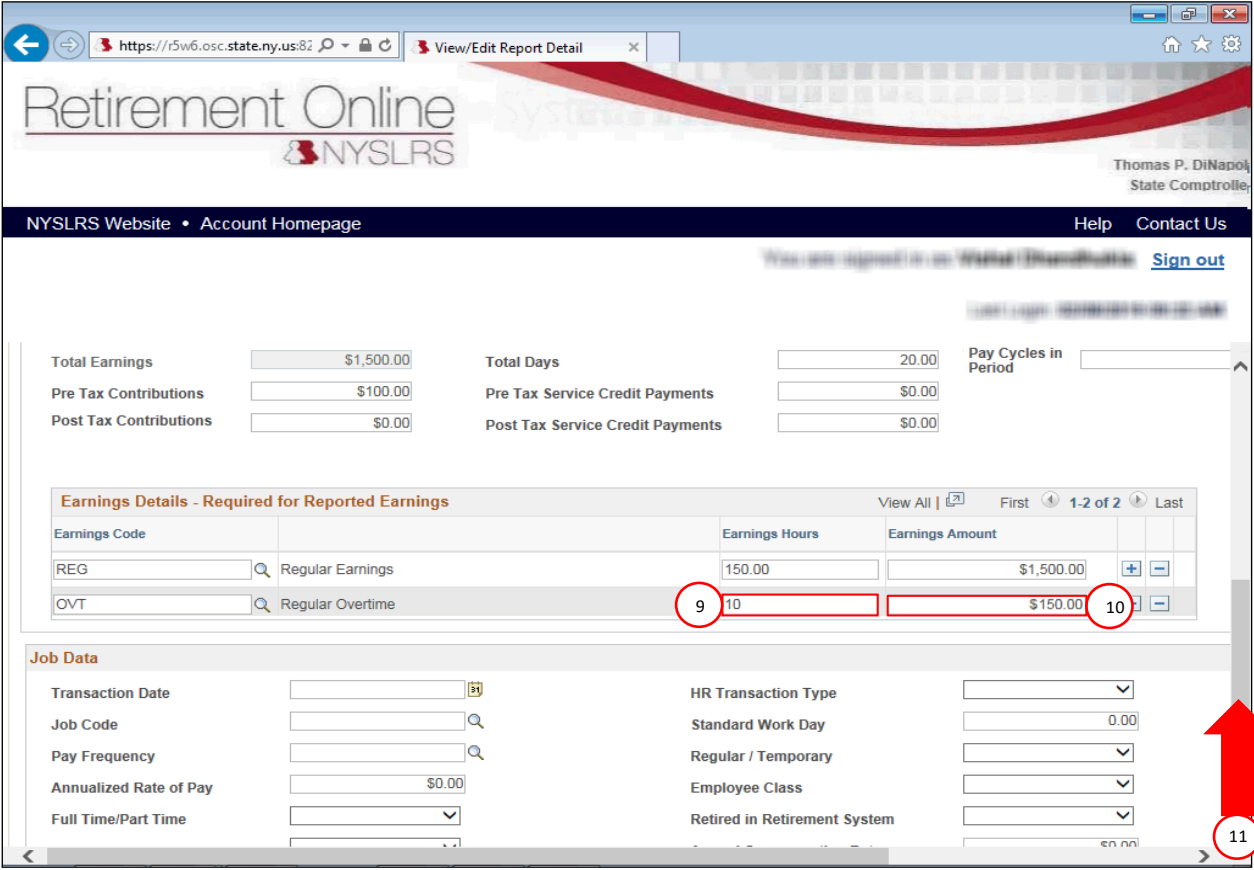
Step	Action
4.	<p>Click the View/Edit link</p>  <p>The screenshot shows the Retirement Online interface. At the top, there is a navigation bar with 'NYSLRS Website • Account Homepage', 'Help', and 'Contact Us'. Below this, there is a section for '02/07/2019' with 'Report Format: Enhanced' and 'Report Type: Regular'. A search bar is present with a 'Status' dropdown, 'Search', and 'Clear' buttons. The main content is a table with the following columns: Days, Hours, Earnings, Pre Tax Contributions, Post Tax Contributions, Loan Payments, Pre Tax Service Credit Payments, and Post Tax Service Credit Payments. The first row of the table contains the following values: 20.00, 150.00, \$1,500.00, \$100.00, \$0.00, \$50.00, \$0.00, and \$0.00. A red box highlights the 'View/Edit' link in the first row of the table.</p>

Step	Action																	
5.	The <i>View/Edit</i> page will appear. Scroll down to the bottom of the screen until you see the employee's data.	 <p>The screenshot shows the 'View/Edit Report Detail' page for a retirement report. The page includes a header with the NYSLRS logo and the name of the State Comptroller. Below the header, there is a navigation bar with 'Help' and 'Contact Us' links. The main content area displays the following information:</p> <ul style="list-style-type: none"> Employee Information: NYSLRS ID: R12888338, Name: Meghan March, Report Date: 02/07/2019, Location: 10028. Employment Information: Employment Instance: 0, SSN: ****6330, Report ID: 201902100283, Service Type: General. Errors and Warnings: <table border="1"> <thead> <tr> <th>Type</th> <th>Field Name</th> <th>Message Text</th> <th>Message Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>Employment Instance, NYSLRS ID</td> <td>Ineligible Employment Instance.</td> <td>Days, Earnings, Contributions, Loans, and Service accepted for ineligible time periods.</td> </tr> <tr> <td>Warning</td> <td>Pre Tax Contributions</td> <td>Reported Pre Tax Contributions are more than the required amount.</td> <td>Reported Pre Tax Contributions are more than the required amount. Contributions will not be accepted or included in the report.</td> </tr> <tr> <td>Warning</td> <td>Loan Payment</td> <td>No record of this loan exists in the system.</td> <td>No record of this loan exists in the system. The total amount due for this report.</td> </tr> </tbody> </table> Employee Summary: Payroll End Date: 01/31/2019, Regular/Adjustment Indicator: Regular, Loan Payment: \$0.00. <p>A red arrow points to the bottom right corner of the page, where the number '5' is circled, indicating the step number.</p>	Type	Field Name	Message Text	Message Description	Error	Employment Instance, NYSLRS ID	Ineligible Employment Instance.	Days, Earnings, Contributions, Loans, and Service accepted for ineligible time periods.	Warning	Pre Tax Contributions	Reported Pre Tax Contributions are more than the required amount.	Reported Pre Tax Contributions are more than the required amount. Contributions will not be accepted or included in the report.	Warning	Loan Payment	No record of this loan exists in the system.	No record of this loan exists in the system. The total amount due for this report.
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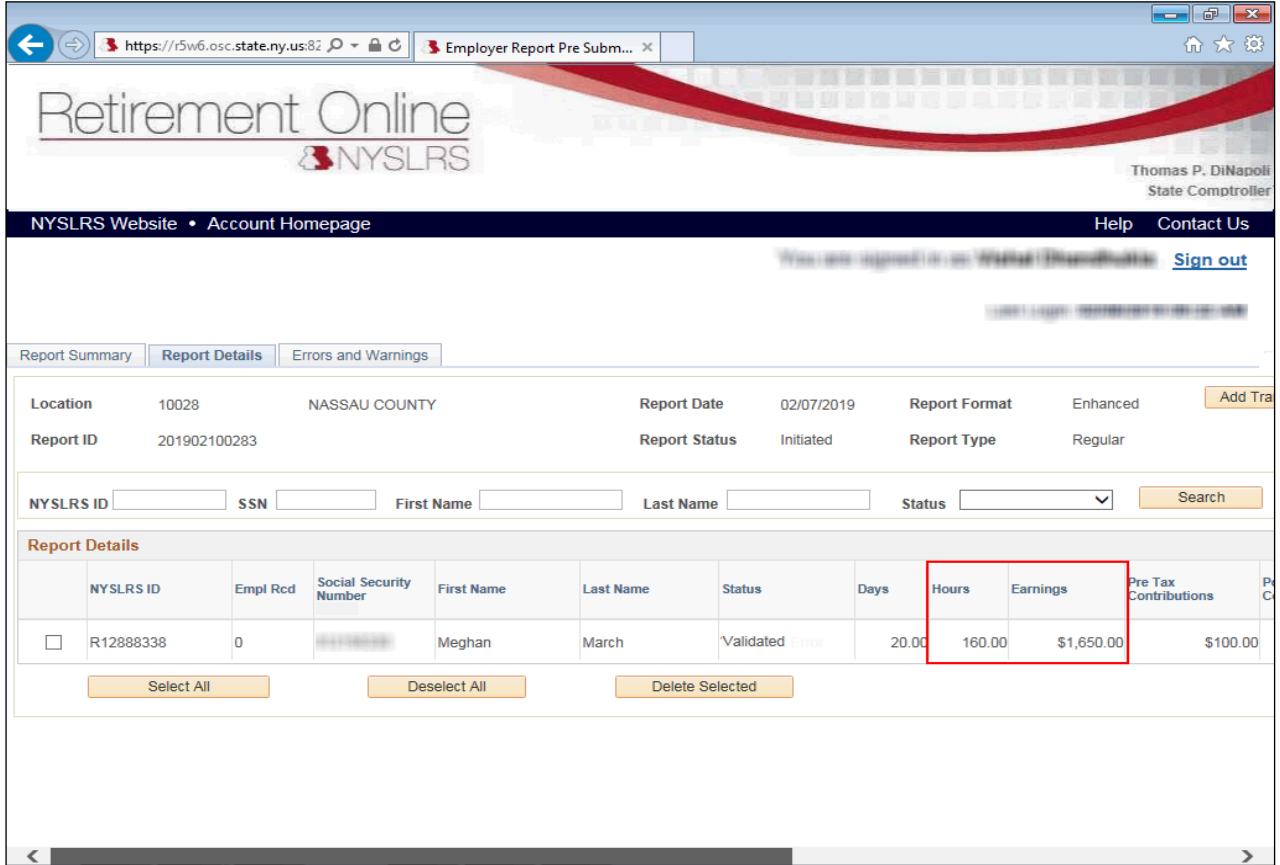
Step	Action																			
6.	<p>In the 'Earnings Details' section, click the + button to add a row.</p> 	 <p>The screenshot shows the Retirement Online NYSLRS website. The 'Earnings Details - Required for Reported Earnings' section contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Earnings Hours</th> <th>Earnings Amount</th> </tr> </thead> <tbody> <tr> <td>REG Regular Earnings</td> <td>150.00</td> <td>\$1,000.00</td> </tr> </tbody> </table> <p>The number '6' is circled in red in the 'Earnings Amount' column, with a plus sign button next to it.</p> <p>The 'Job Data' section contains the following fields:</p> <table border="1"> <tr> <td>Transaction Date</td> <td>HR Transaction Type</td> </tr> <tr> <td>Job Code</td> <td>Standard Work Day</td> </tr> <tr> <td>Pay Frequency</td> <td>Regular / Temporary</td> </tr> <tr> <td>Annualized Rate of Pay</td> <td>Employee Class</td> </tr> <tr> <td>Full Time/Part Time</td> <td>Retired in Retirement System</td> </tr> <tr> <td>Retirement Indicator</td> <td>Annual Compensation Rate</td> </tr> </table>	Earnings Code	Earnings Hours	Earnings Amount	REG Regular Earnings	150.00	\$1,000.00	Transaction Date	HR Transaction Type	Job Code	Standard Work Day	Pay Frequency	Regular / Temporary	Annualized Rate of Pay	Employee Class	Full Time/Part Time	Retired in Retirement System	Retirement Indicator	Annual Compensation Rate
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7.	<p>A new row will appear. Click the Look Up icon next to the Earnings Code field.</p> 	 <p>The screenshot shows the Retirement Online website interface. At the top, there is a navigation bar with 'Retirement Online' and 'NYSLRS' logos. Below this, there are summary statistics for 'Total Earnings', 'Total Days', 'Pre Tax Contributions', and 'Post Tax Contributions'. The main section is titled 'Earnings Details - Required for Reported Earnings' and contains a table with columns for 'Earnings Code', 'Earnings Hours', and 'Earnings Amount'. The table has two rows: one for 'REG' (Regular Earnings) with 150.00 hours and \$1,000.00, and a new row with 0.00 hours and \$0.00. A magnifying glass icon and the number '7' are overlaid on the new row. Below the table is a 'Job Data' section with various fields for transaction details.</p>

Step	Action																																
<p>8.</p>	<p>The 'Look Up Earnings Code' pop-up box will appear. Click the appropriate Earnings Code link.</p> <p>OVT</p>  <p>The screenshot shows the 'Look Up Earnings Code' pop-up box over the Retirement Online interface. The search results table is as follows:</p> <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>DEF</td><td>Deferred Payment</td></tr> <tr><td>GRA</td><td>Grievance/Arbitration Award</td></tr> <tr><td>HOL</td><td>Holiday Payment</td></tr> <tr><td>LON</td><td>Longevity</td></tr> <tr><td>LSV</td><td>Lump Sum Vacation</td></tr> <tr><td>MNP</td><td>Miscellaneous Non-Pensionable</td></tr> <tr><td>MPE</td><td>Miscellaneous Pensionable</td></tr> <tr><td>OVT</td><td>Regular Overtime</td></tr> <tr><td>PEO</td><td>Private Entity Overtime</td></tr> <tr><td>PEP</td><td>Private Entity OT Public Safet</td></tr> <tr><td>RBC</td><td>Retro Pay/Balance of Contract</td></tr> <tr><td>RBS</td><td>Recurring Bonus Payment</td></tr> <tr><td>REG</td><td>Regular Earnings</td></tr> <tr><td>RIM</td><td>Employee's Reimb for WC</td></tr> <tr><td>SLV</td><td>Sick Leave</td></tr> </tbody> </table>	Earnings Code	Description	DEF	Deferred Payment	GRA	Grievance/Arbitration Award	HOL	Holiday Payment	LON	Longevity	LSV	Lump Sum Vacation	MNP	Miscellaneous Non-Pensionable	MPE	Miscellaneous Pensionable	OVT	Regular Overtime	PEO	Private Entity Overtime	PEP	Private Entity OT Public Safet	RBC	Retro Pay/Balance of Contract	RBS	Recurring Bonus Payment	REG	Regular Earnings	RIM	Employee's Reimb for WC	SLV	Sick Leave
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9.	Click in the Earnings Hours field to enter the earnings hours. <input type="text" value="\$0.00 x"/>	
10.	Click into the Earnings Amount field to enter the earnings amount. <input type="text" value="\$0.00 x"/>	
11.	When you have entered all data, scroll up to access the Validate button.	

Step	Action	
<p>12.</p>	<p>Click the Validate button.</p> <div data-bbox="268 240 474 282" style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Validate</div> <p>Note: You must click the Validate button before you can click the Save button.</p> <p>If you wish to return to the <i>Employer Reporting Dashboard</i> page without validating your data or saving any changes, you can click the Cancel button.</p>	
<p>13.</p>	<p>To commit the additional information, click the Save button.</p> <div data-bbox="268 922 438 964" style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Save</div>	

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<p>14</p>	<p>The <i>Report Details</i> page appears. <i>Retirement Online</i> has combined the hours and earnings you entered manually with those from the uploaded file.</p> <p>You have successfully added a row to an employee's data before submitting and posting an enhanced report in <i>Retirement Online</i>.</p>  <p>The screenshot displays the 'Report Details' page in the Retirement Online system. The browser address bar shows the URL: https://r5w6.osc.state.ny.us:82. The page header includes the NYSLRS logo and the name of the State Comptroller, Thomas P. DiNapoli. The main content area shows report summary information: Location (10028 NASSAU COUNTY), Report Date (02/07/2019), Report Format (Enhanced), and Report ID (201902100283). Below this is a search bar with fields for NYSLRS ID, SSN, First Name, Last Name, and Status. The 'Report Details' table is the central focus, with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>NYSLRS ID</th> <th>Empl Rcd</th> <th>Social Security Number</th> <th>First Name</th> <th>Last Name</th> <th>Status</th> <th>Days</th> <th>Hours</th> <th>Earnings</th> <th>Pre Tax Contributions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>R12888338</td> <td>0</td> <td>[REDACTED]</td> <td>Meghan</td> <td>March</td> <td>Validated Error</td> <td>20.00</td> <td>160.00</td> <td>\$1,650.00</td> <td>\$100.00</td> </tr> </tbody> </table> <p>Buttons for 'Select All', 'Deselect All', and 'Delete Selected' are located below the table.</p>		NYSLRS ID	Empl Rcd	Social Security Number	First Name	Last Name	Status	Days	Hours	Earnings	Pre Tax Contributions	<input type="checkbox"/>	R12888338	0	[REDACTED]	Meghan	March	Validated Error	20.00	160.00	\$1,650.00	\$100.00
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