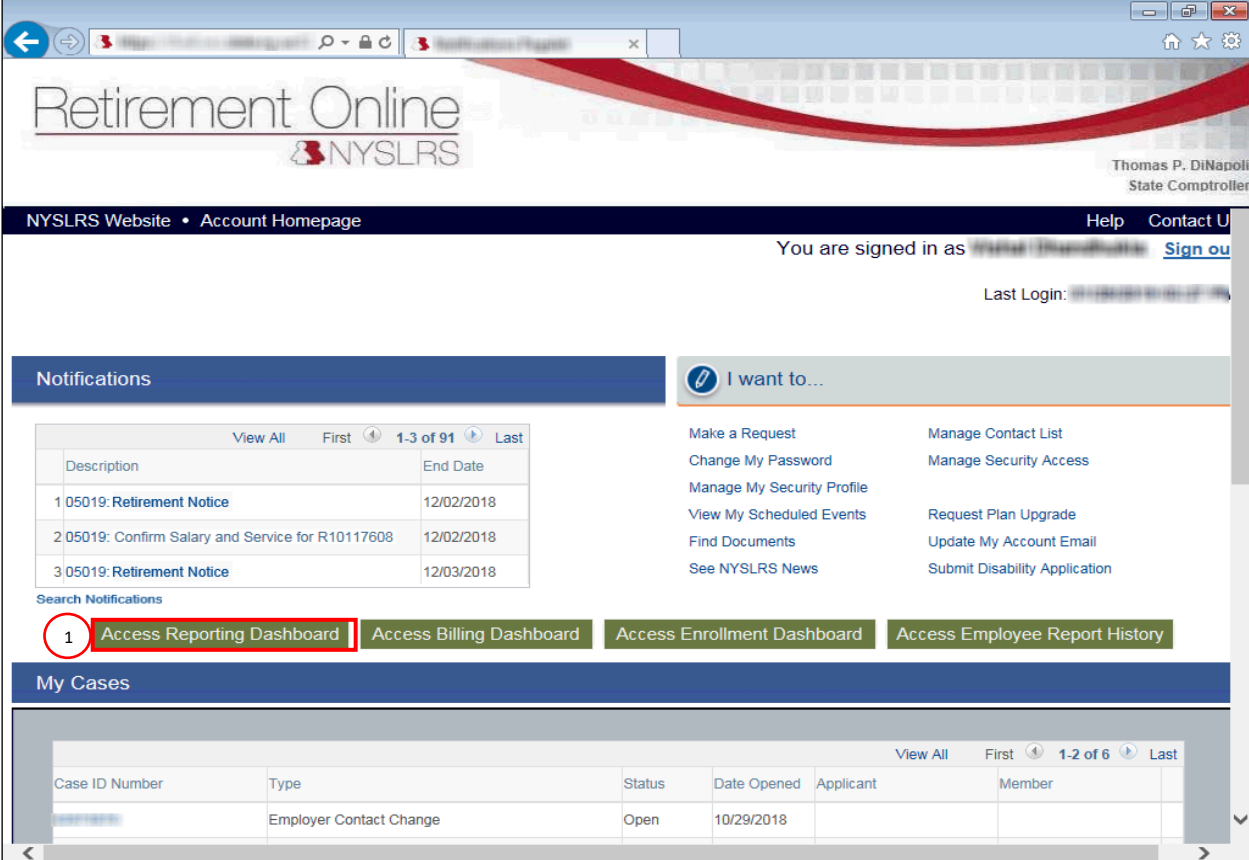


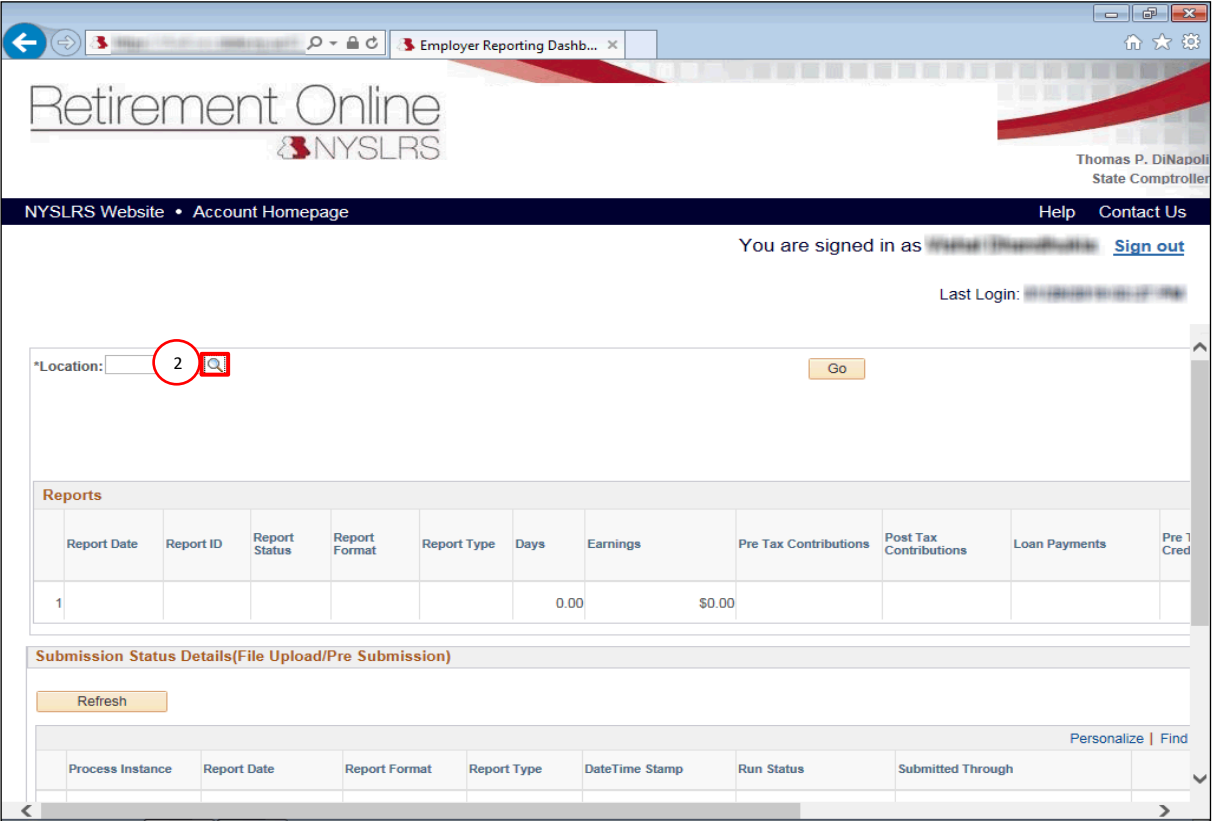
Thomas P. DiNapoli, State Comptroller

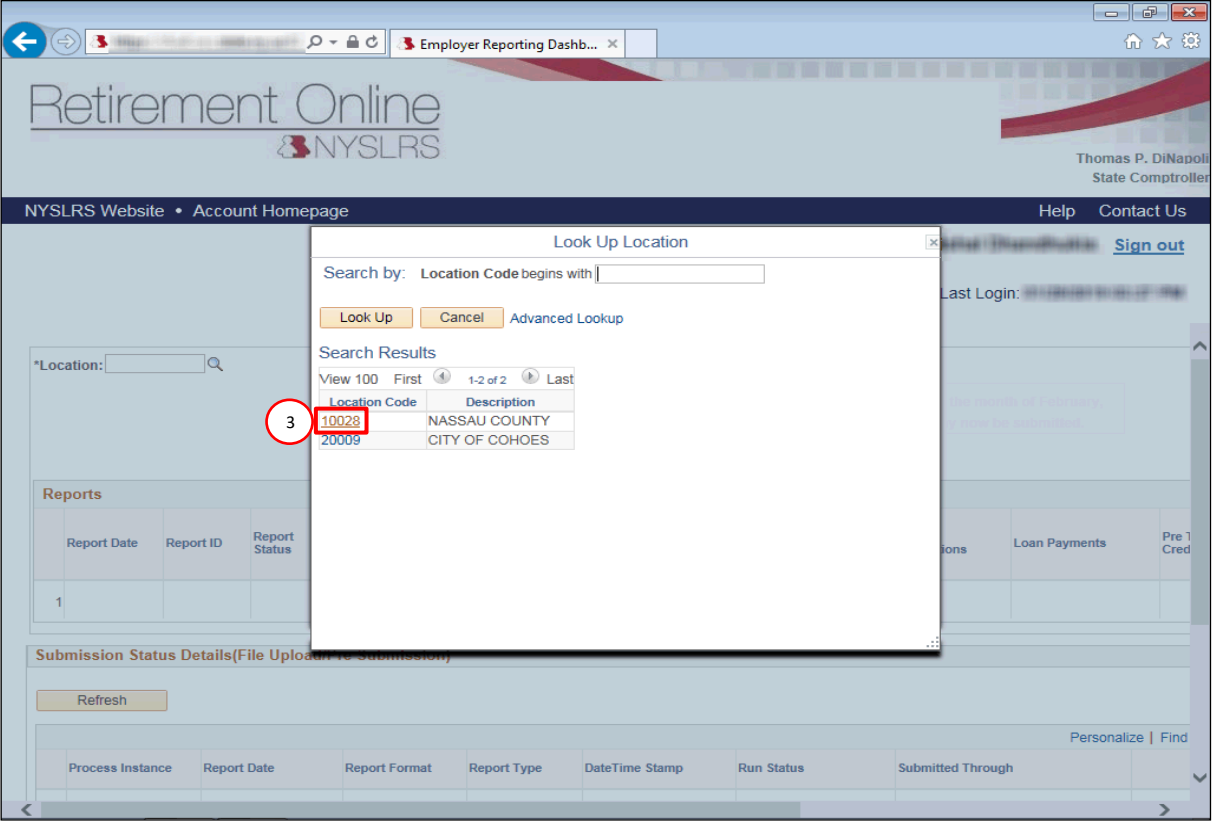


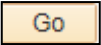
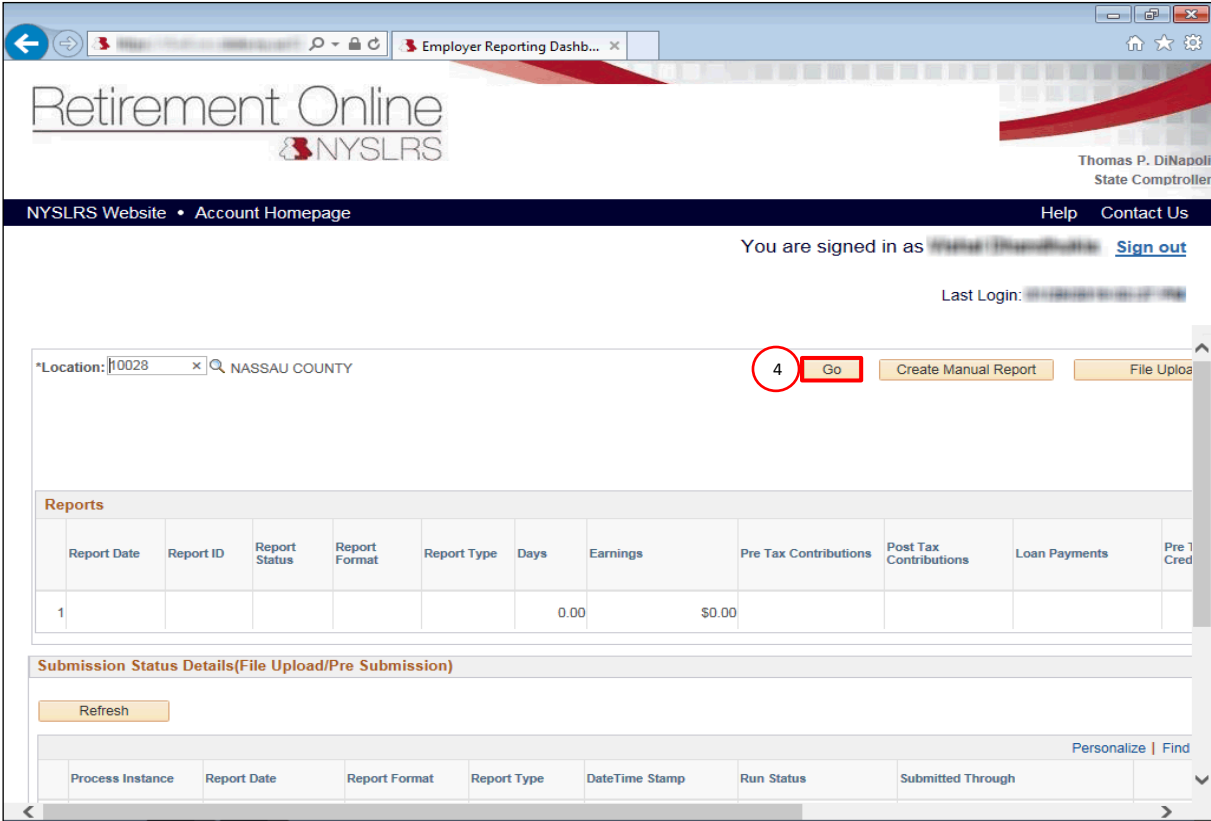
Upload a Regular Monthly Report File

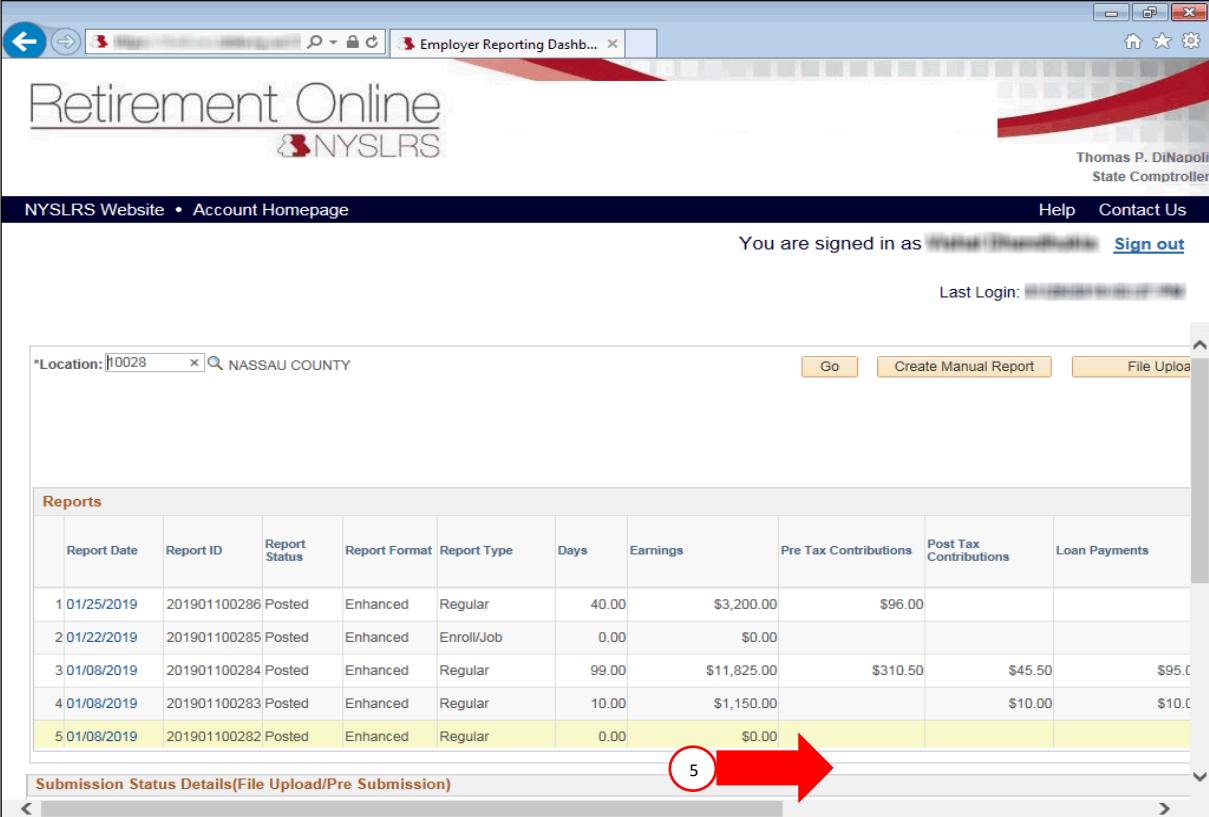
This job aid shows you (as an Employer Reporting Uploader) how to upload a regular monthly report file containing multiple regular, adjustment, and/or enrollment transactions using the enhanced reporting format in *Retirement Online*.


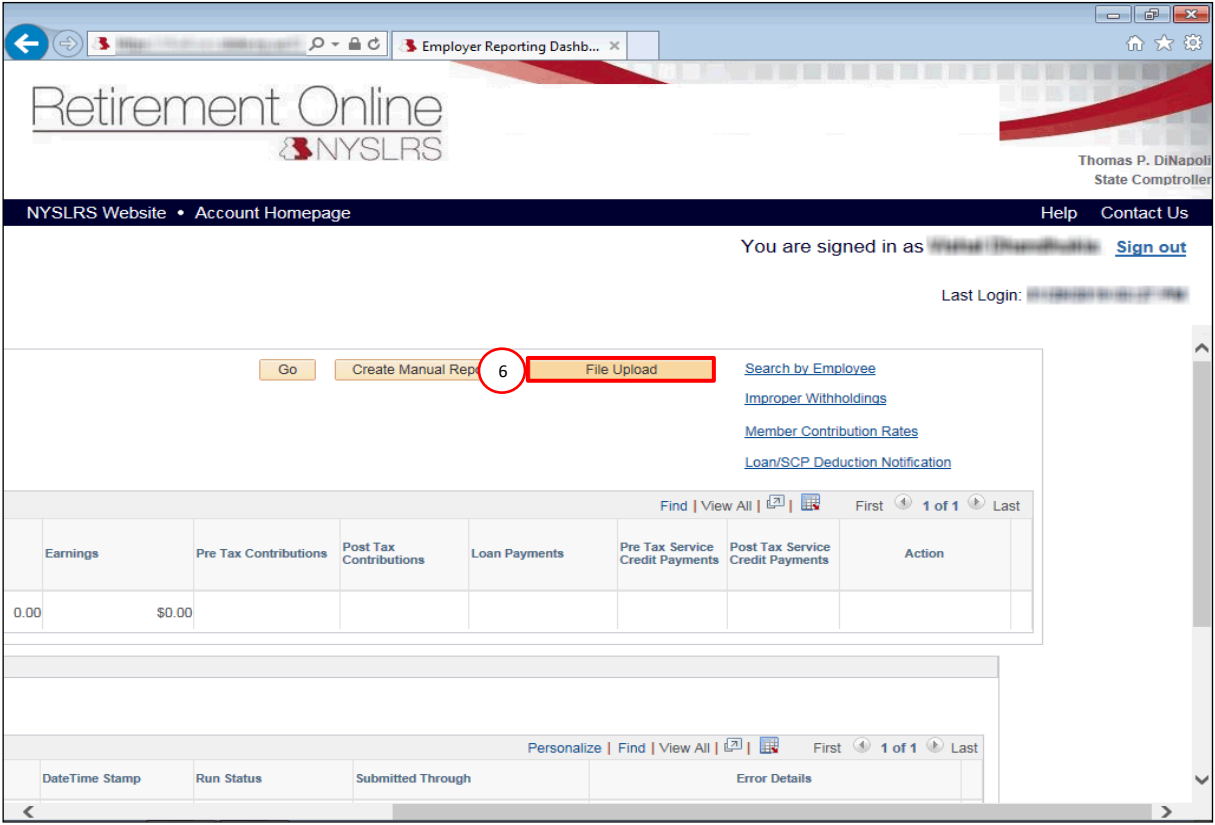
Step	Action																																																					
1.	<p>From the <i>Retirement Online Account Homepage</i>, click the Access Reporting Dashboard button.</p> <p>Access Reporting Dashboard</p>	 <p>The screenshot shows the Retirement Online Account Homepage. At the top, there is a navigation bar with 'NYSLRS Website • Account Homepage' and 'You are signed in as [Name] [Email] Sign out'. Below this is a 'Notifications' section with a table of three items. Underneath the notifications is a 'Search Notifications' section with four buttons: 'Access Reporting Dashboard', 'Access Billing Dashboard', 'Access Enrollment Dashboard', and 'Access Employee Report History'. The 'Access Reporting Dashboard' button is highlighted with a red box and a circled '1'. Below this is a 'My Cases' section with a table of one case.</p> <table border="1" data-bbox="693 625 1186 787"> <thead> <tr> <th colspan="2">View All</th> <th>First</th> <th>1-3 of 91</th> <th>Last</th> </tr> <tr> <th>Description</th> <th colspan="2"></th> <th colspan="2">End Date</th> </tr> </thead> <tbody> <tr> <td>1 05019: Retirement Notice</td> <td colspan="2"></td> <td colspan="2">12/02/2018</td> </tr> <tr> <td>2 05019: Confirm Salary and Service for R10117608</td> <td colspan="2"></td> <td colspan="2">12/02/2018</td> </tr> <tr> <td>3 05019: Retirement Notice</td> <td colspan="2"></td> <td colspan="2">12/03/2018</td> </tr> </tbody> </table> <table border="1" data-bbox="672 909 1837 1047"> <thead> <tr> <th colspan="6">View All</th> <th>First</th> <th>1-2 of 6</th> <th>Last</th> </tr> <tr> <th>Case ID Number</th> <th>Type</th> <th>Status</th> <th>Date Opened</th> <th>Applicant</th> <th>Member</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>Employer Contact Change</td> <td>Open</td> <td>10/29/2018</td> <td></td> <td></td> <td colspan="3"></td> </tr> </tbody> </table>	View All		First	1-3 of 91	Last	Description			End Date		1 05019: Retirement Notice			12/02/2018		2 05019: Confirm Salary and Service for R10117608			12/02/2018		3 05019: Retirement Notice			12/03/2018		View All						First	1-2 of 6	Last	Case ID Number	Type	Status	Date Opened	Applicant	Member				[Redacted]	Employer Contact Change	Open	10/29/2018					
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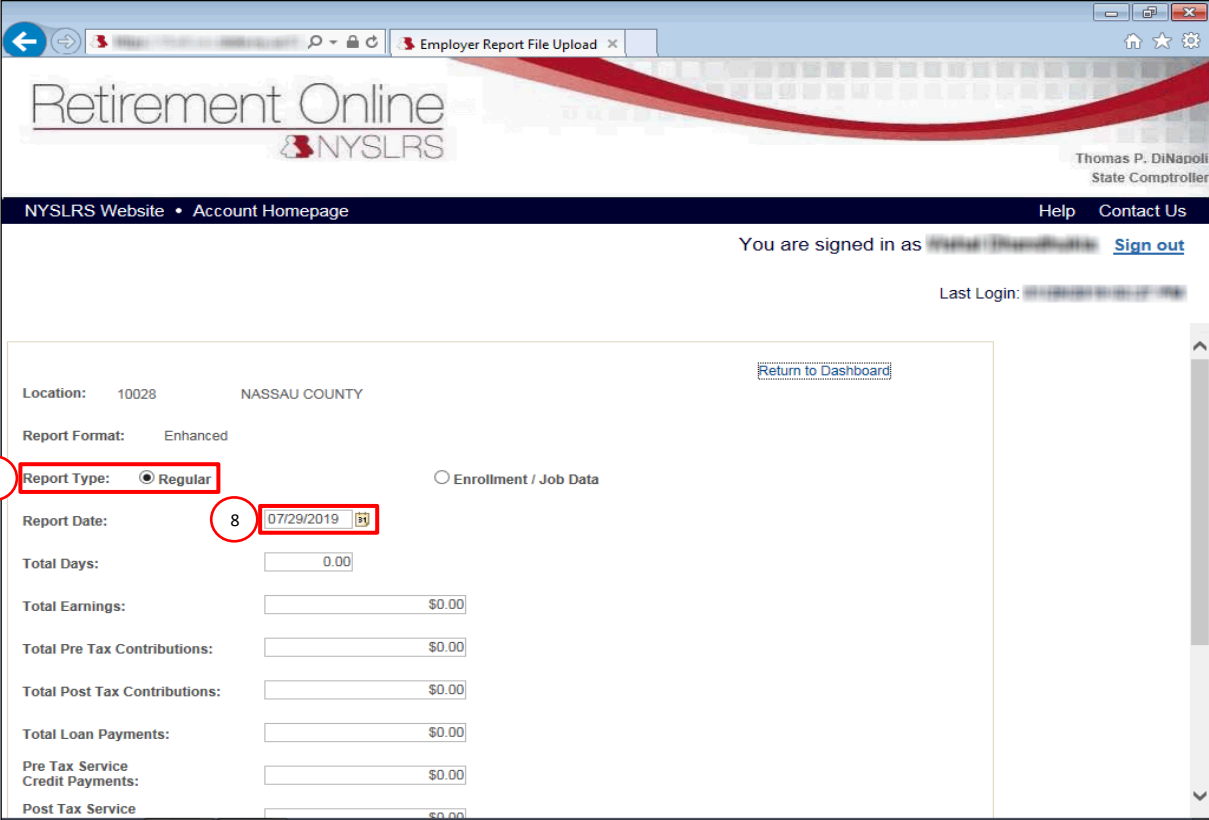
Step	Action
<p>2.</p>	<p>The <i>Employer Reporting Dashboard</i> page will appear. Click the Look Up icon next to the Location field.</p> 

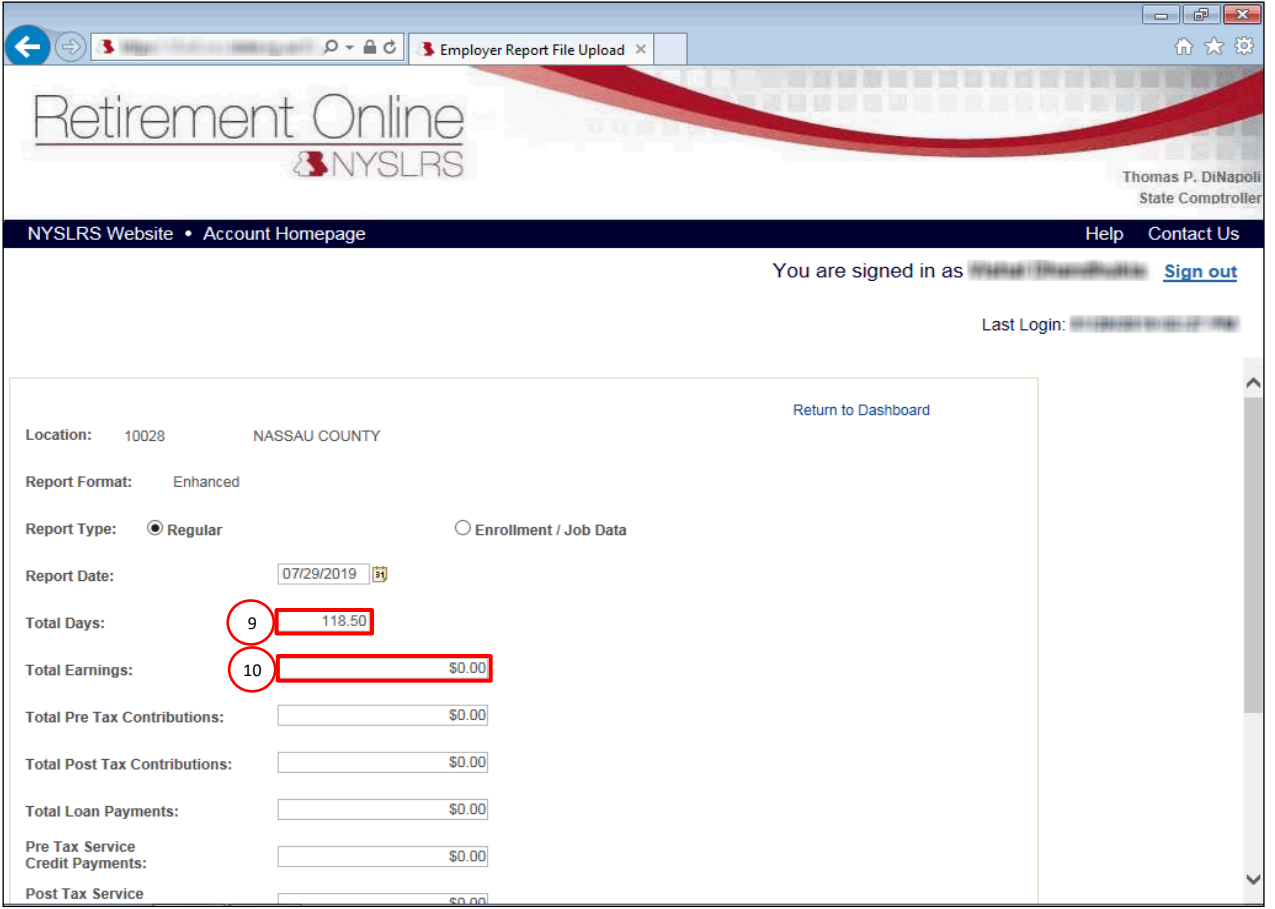
Step	Action
<p>3.</p>	<p>The 'Look Up Location' pop-up box will appear. Click the Location Code link from the list for the location you want to report.</p> <p>10028</p> <p>Note: If you have access to only one location code, it will display automatically. If you have access to more than one location code, one will display by default. You may select a different code to report for a different location.</p> 

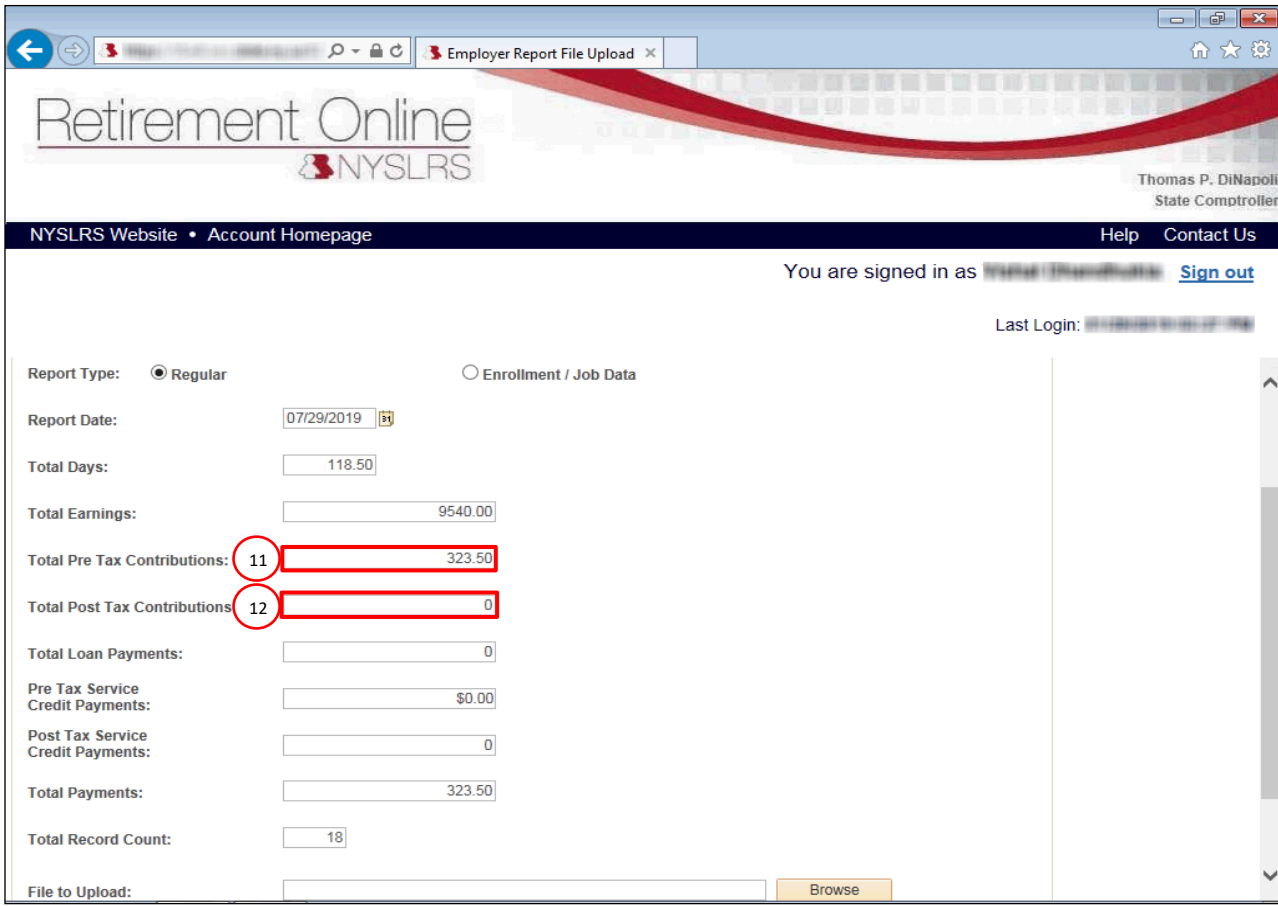
Step	Action
<p>4.</p>	<p>Click the Go button.</p> <p></p>  <p>The screenshot shows the Retirement Online (NYSLRS) Employer Reporting Dashboard. At the top, it says "Retirement Online" and "NYSLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". Below the navigation bar, there is a search area with the text "*Location: 110028" and "NASSAU COUNTY". A red circle highlights the number "4" next to a "Go" button. Other buttons include "Create Manual Report" and "File Upload". Below the search area is a "Reports" table with columns: Report Date, Report ID, Report Status, Report Format, Report Type, Days, Earnings, Pre Tax Contributions, Post Tax Contributions, Loan Payments, and Pre Tax Credit. The table contains one row with the value "1" in the Report ID column. Below the table is a "Submission Status Details (File Upload/Pre Submission)" section with a "Refresh" button. At the bottom, there is a table with columns: Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, and Submitted Through. There are also "Personalize" and "Find" links.</p>

Step	Action																																																													
5.	<p>A list of previous reports for this location will appear.</p> <p>Scroll to the right until you see the File Upload button.</p>	 <p>The screenshot displays the Retirement Online interface for NYSLRS. At the top, it shows the user is signed in as Thomas P. DiNapoli, State Comptroller. Below the navigation bar, the location is set to NASSAU COUNTY. A table of reports is visible, with the following data:</p> <table border="1"> <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 01/25/2019</td> <td>201901100286</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>40.00</td> <td>\$3,200.00</td> <td>\$96.00</td> <td></td> <td></td> </tr> <tr> <td>2 01/22/2019</td> <td>201901100285</td> <td>Posted</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3 01/08/2019</td> <td>201901100284</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>99.00</td> <td>\$11,825.00</td> <td>\$310.50</td> <td>\$45.50</td> <td>\$95.00</td> </tr> <tr> <td>4 01/08/2019</td> <td>201901100283</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>10.00</td> <td>\$1,150.00</td> <td></td> <td>\$10.00</td> <td>\$10.00</td> </tr> <tr> <td>5 01/08/2019</td> <td>201901100282</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> <p>A red arrow points to the 'File Upload' button in the top right corner of the dashboard area.</p>	Report Date	Report ID	Report Status	Report Format	Report Type	Days	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	1 01/25/2019	201901100286	Posted	Enhanced	Regular	40.00	\$3,200.00	\$96.00			2 01/22/2019	201901100285	Posted	Enhanced	Enroll/Job	0.00	\$0.00				3 01/08/2019	201901100284	Posted	Enhanced	Regular	99.00	\$11,825.00	\$310.50	\$45.50	\$95.00	4 01/08/2019	201901100283	Posted	Enhanced	Regular	10.00	\$1,150.00		\$10.00	\$10.00	5 01/08/2019	201901100282	Posted	Enhanced	Regular	0.00	\$0.00			
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5 01/08/2019	201901100282	Posted	Enhanced	Regular	0.00	\$0.00																																																								

Step	Action	
6.	Click the File Upload button. 	 <p>The screenshot shows the Retirement Online NYSLRS website. The user is signed in as Thomas P. DiNapoli, State Comptroller. The dashboard includes a navigation bar with 'Go', 'Create Manual Report', and 'File Upload' buttons. The 'File Upload' button is circled in red. Below the navigation bar is a table with columns: Earnings, Pre Tax Contributions, Post Tax Contributions, Loan Payments, Pre Tax Service Credit Payments, Post Tax Service Credit Payments, and Action. The table shows a single row with values 0.00 and \$0.00. At the bottom, there is a table with columns: DateTime Stamp, Run Status, Submitted Through, and Error Details.</p>

Step	Action	
7.	<p>The <i>File Upload</i> page will appear. This page defaults to the Report Type: Regular.</p> <p>Note: The location code will carry over from the <i>Employer Reporting Dashboard</i> page. Multiple Transactions, can be uploaded on a regular report which can include adjustments, enrollments, and job data transactions.</p>	
8.	<p>The Report Date defaults to the current date. This allows for submission of multiple dates and transactions on a single file.</p>	

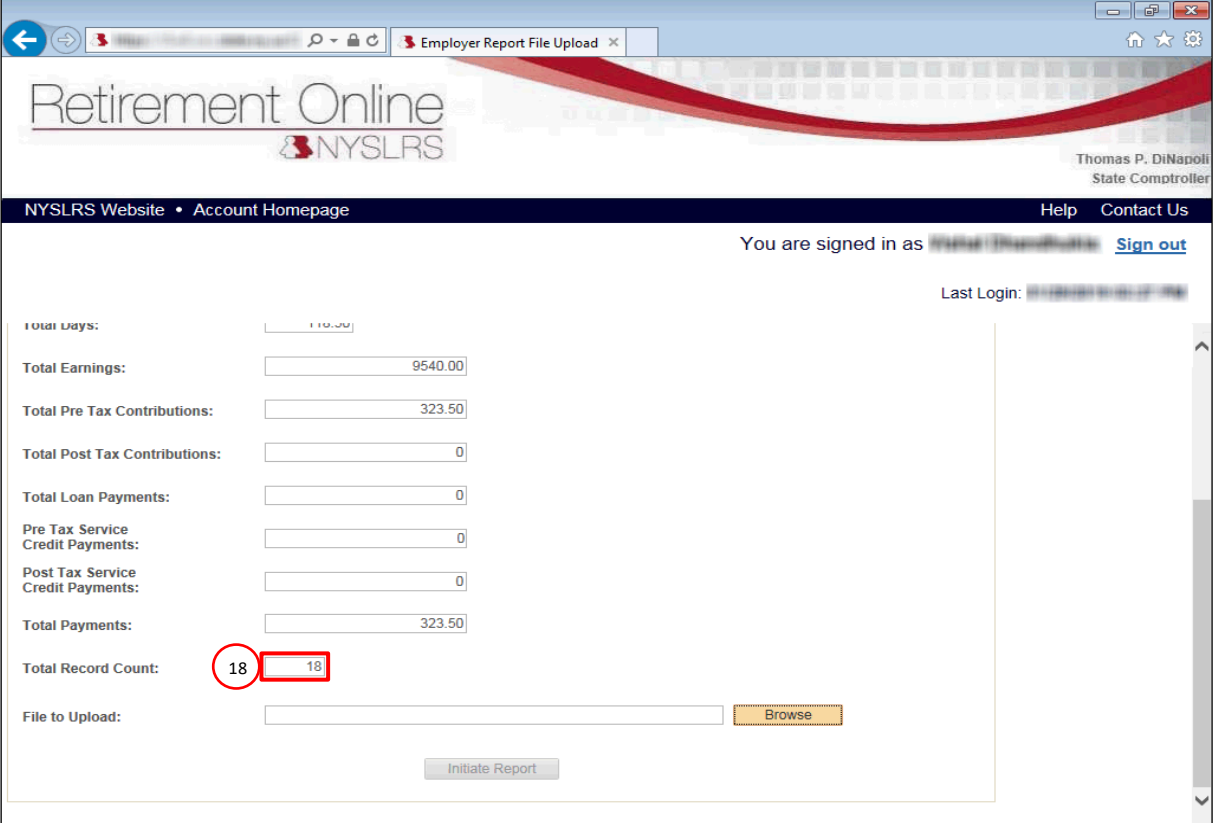
Step	Action	
9.	<p>Tab into the Total Days Field and enter the sum total days for all transactions on your file.</p> <div data-bbox="268 380 426 418" style="border: 1px solid black; width: 75px; height: 24px; margin-bottom: 10px;"></div> <p>Note: The sum total may include the addition of positive and subtraction of negative adjustments on the report.</p>	 <p>The screenshot shows the 'Employer Report File Upload' page on the Retirement Online website. The page is for user 'Thomas P. DiNapoli, State Comptroller'. The report details are as follows:</p> <ul style="list-style-type: none"> Location: 10028 NASSAU COUNTY Report Format: Enhanced Report Type: <input checked="" type="radio"/> Regular, <input type="radio"/> Enrollment / Job Data Report Date: 07/29/2019 Total Days: 9 (circled), 118.50 (boxed) Total Earnings: 10 (circled), \$0.00 (boxed) Total Pre Tax Contributions: \$0.00 Total Post Tax Contributions: \$0.00 Total Loan Payments: \$0.00 Pre Tax Service Credit Payments: \$0.00 Post Tax Service: \$0.00
10.	<p>Tab into the Total Earnings field and enter the sum total earnings for all transactions on your file.</p> <div data-bbox="268 841 611 880" style="border: 1px solid black; width: 163px; height: 24px; margin-bottom: 10px;"></div> <p>Note: The sum total may include the addition of positive and subtraction of negative adjustments on the report.</p>	

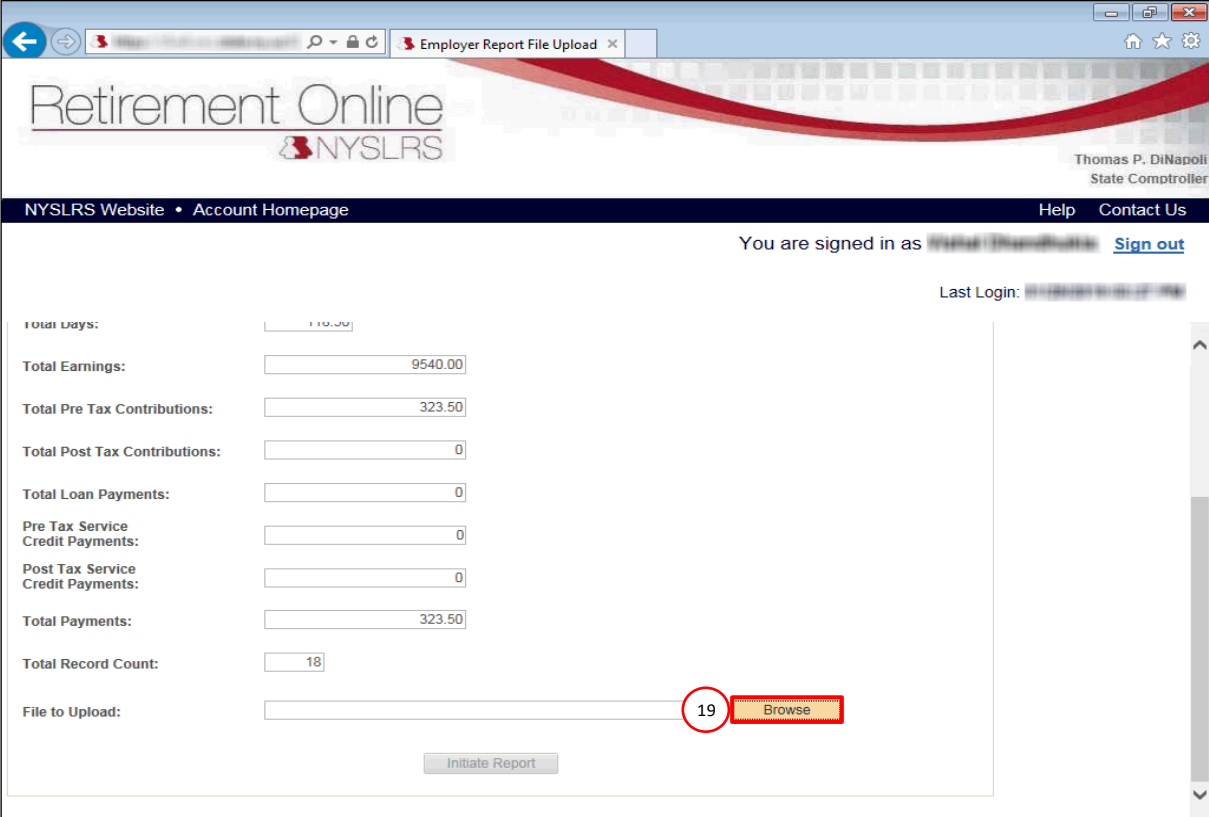
Step	Action	
11	<p>Tab into the Total Pre Tax Contributions field and enter the sum of Total Pre Tax Contributions for all transactions on your file.</p> <div data-bbox="268 378 606 418" style="border: 1px solid black; width: 161px; height: 25px; margin-bottom: 10px;"></div> <p>Note: Total Pre Tax Contributions cannot be adjusted, if you are reporting an adjustment.</p>	
12	<p>Tab into the Total Post Tax Contributions field and enter the sum of Total Post Tax Contributions for all transactions on your file.</p> <div data-bbox="268 800 606 841" style="border: 1px solid black; width: 161px; height: 25px; margin-bottom: 10px;"></div> <p>Note: Total Post Tax Contributions cannot be adjusted, if you are reporting an adjustment.</p>	

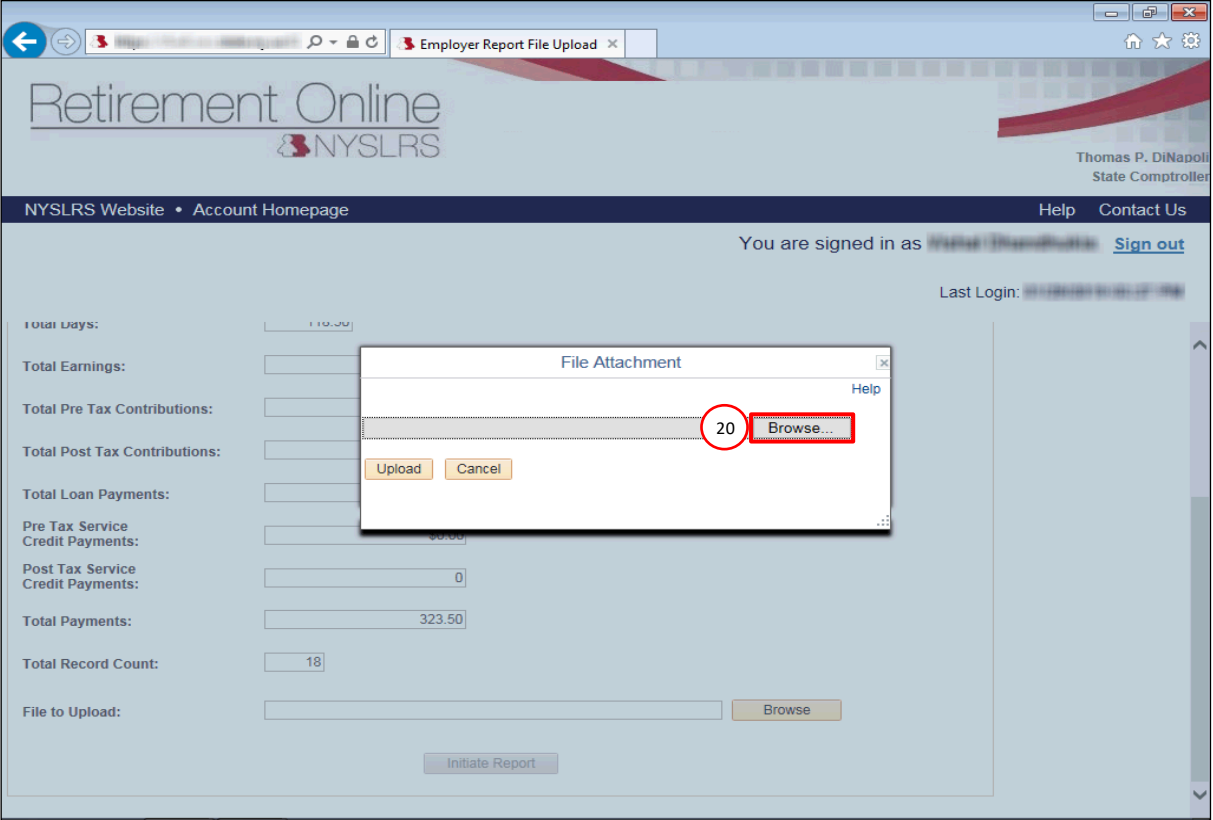
Step	Action	Screenshot
<p>13.</p>	<p>Tab into the Total Loan Payments field and enter the sum of Total Loan Payments for all transactions on your file.</p> <p><input type="text"/></p> <p>Note: Total Loan Payments cannot be adjusted, if you are reporting an adjustment.</p>	
<p>14.</p>	<p>Tab into the Total Pre Tax Service Credit Payments field and enter the sum of Total Pre Tax Service Credit Payments for all transactions on your file.</p> <p><input type="text"/></p> <p>Note: Pre Tax Service Credit Payments cannot be adjusted, if you are reporting an adjustment.</p>	This content is shared with the previous row's screenshot

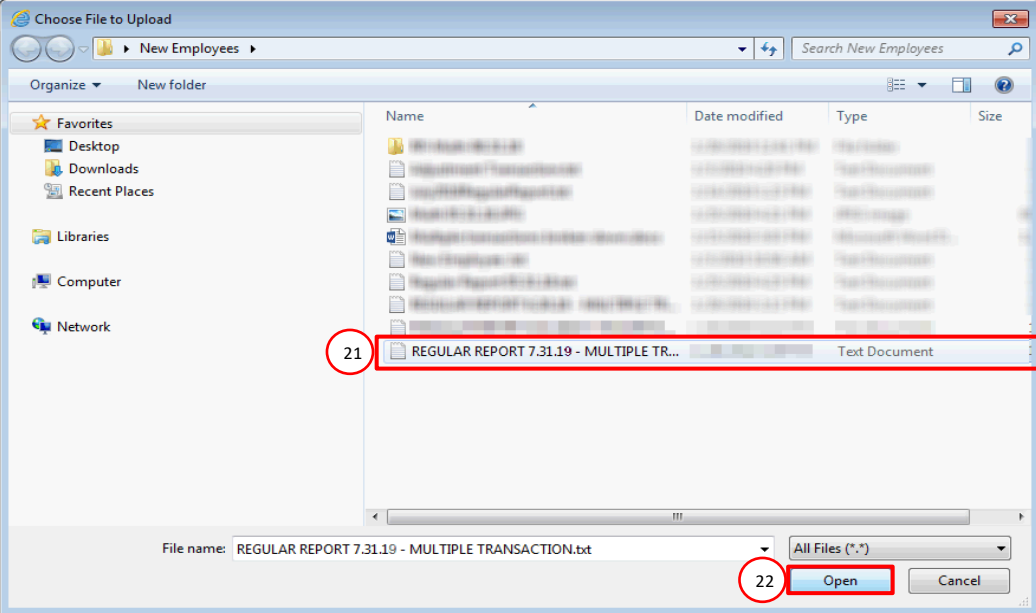
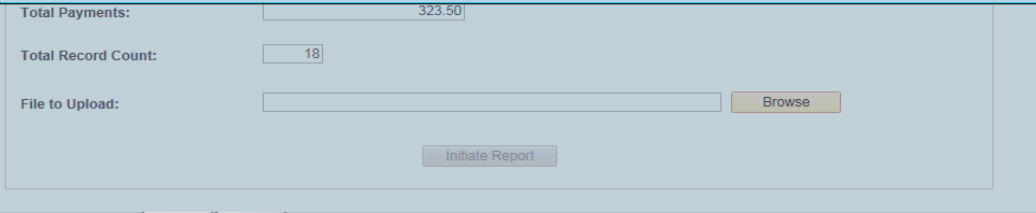
Step	Action	
<p>15</p>	<p>Tab into the Total Post Tax Service Credit Payments field and enter the sum of Total Post Tax Service Credit Payments for all transactions on your file.</p> <div data-bbox="264 412 606 453" style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Note: Post Tax Service Credit Payments cannot be adjusted, if you are reporting an adjustment.</p>	<p>The screenshot shows the 'Employer Report File Upload' page on the Retirement Online (NYSLRS) website. The user is logged in as Thomas P. DiNapoli, State Comptroller. The report is for location 10028 (NASSAU COUNTY) and report date 07/29/2019. The form includes fields for Total Earnings (9540.00), Total Pre Tax Contributions (323.50), Total Post Tax Contributions (0), Total Loan Payments (0), Pre Tax Service Credit Payments (\$0.00), Post Tax Service Credit Payments (0), and Total Payments (0). The 'Post Tax Service Credit Payments' and 'Total Payments' fields are circled in red and labeled with '15' and '16' respectively.</p>
<p>16</p>	<p>Tab into the Total Payments field and enter the sum total of Total Pre Tax Contributions, Total Post Tax Contributions, Total Loan Payments, Total Pre Tax Service Credit Payments, and Total Post Tax Service Credit Payments.</p> <div data-bbox="264 1003 606 1044" style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Note: This amount does not include Total Earnings.</p>	<p>The screenshot shows the 'Total Payments' field at the bottom of the form, which is circled in red and labeled with '16'. This field is intended for the sum of all contributions and payments except for Total Earnings.</p>

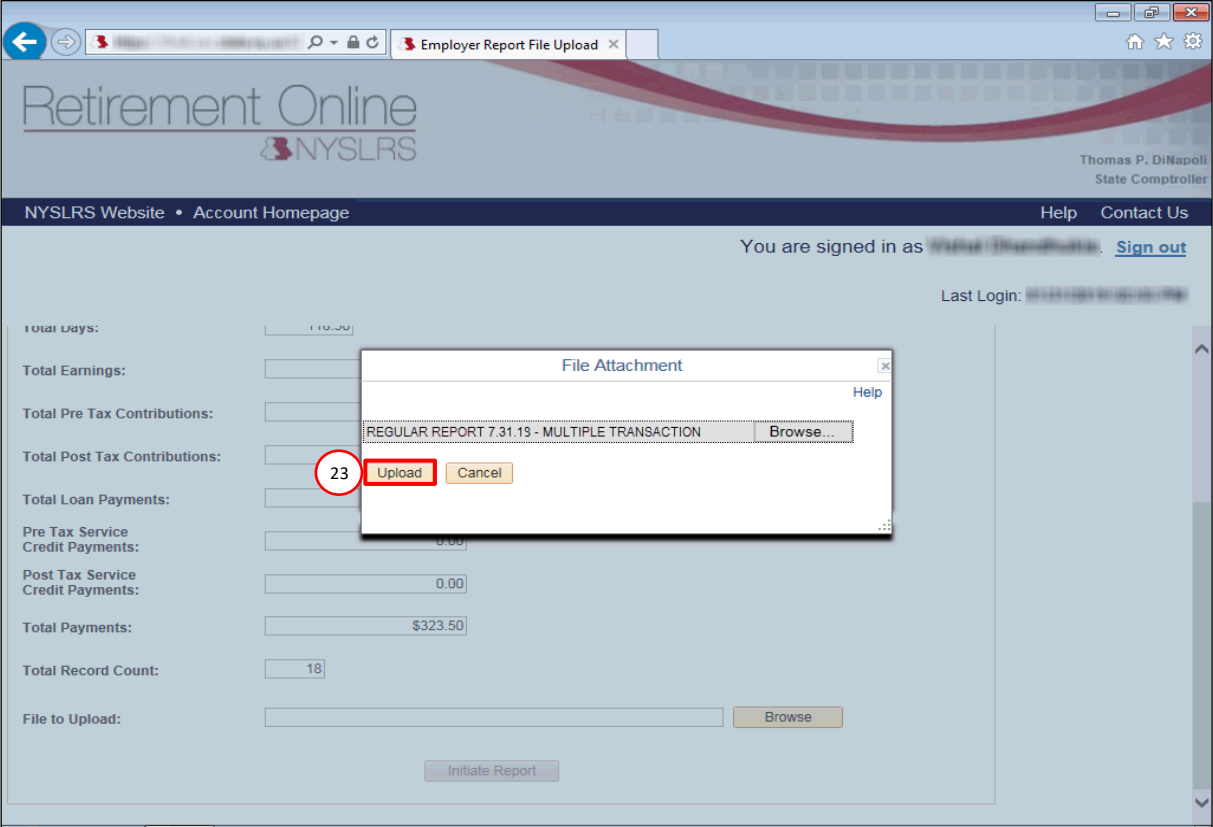
Step	Action	
<p>17</p>	<p>Scroll down to the Total Record Count field.</p>	<p>The screenshot shows the 'Employer Report File Upload' page on the Retirement Online (NYSLRS) website. The page is titled 'Retirement Online NYSLRS' and includes a navigation bar with 'NYSLRS Website • Account Homepage', 'Help', and 'Contact Us'. The user is signed in as 'Thomas P. DiNapoli, State Comptroller'. The page displays a form for generating a report with the following fields:</p> <ul style="list-style-type: none"> Location: 10028 NASSAU COUNTY Report Format: Enhanced Report Type: <input checked="" type="radio"/> Regular <input type="radio"/> Enrollment / Job Data Report Date: 07/29/2019 Total Days: 118.50 Total Earnings: 9540.00 Total Pre Tax Contributions: 323.50 Total Post Tax Contributions: 0 Total Loan Payments: 0 Pre Tax Service Credit Payments: \$0.00 Post Tax Service Credit Payments: 0 Total Payments: x <p>A red arrow with the number '17' points to the bottom of the page, indicating the scroll action.</p>

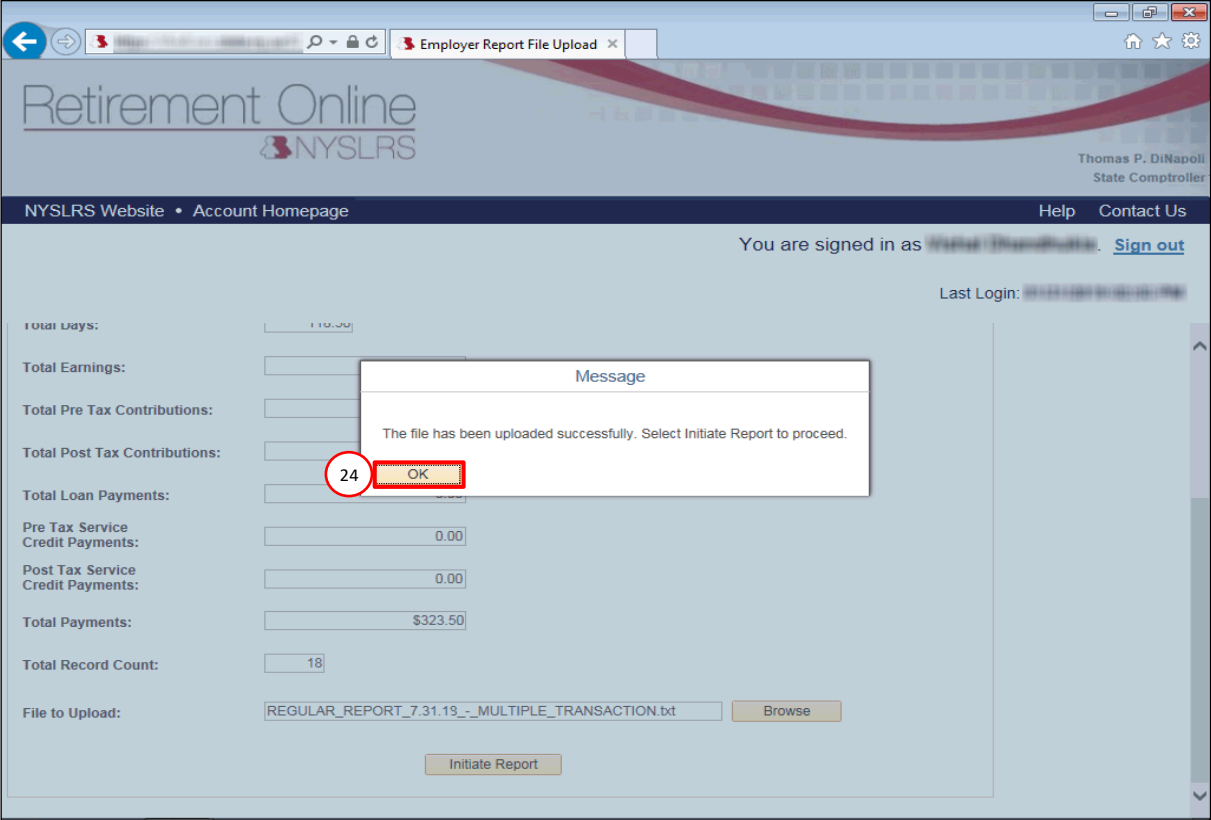
Step	Action	
<p>18</p>	<p>Tab into the Total Record Count field and enter the sum of all Transaction rows that are in the file.</p> <p><input type="text" value=""/></p> <p>Note: In the enhanced file format, there may be multiple transactions per employee. Each transaction should be counted in the record count. Do not include the Location Code row in your record count.</p>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. The user is logged in as Michael D'Amico. The page displays various financial summary fields:</p> <ul style="list-style-type: none"> Total Earnings: 9540.00 Total Pre Tax Contributions: 323.50 Total Post Tax Contributions: 0 Total Loan Payments: 0 Pre Tax Service Credit Payments: 0 Post Tax Service Credit Payments: 0 Total Payments: 323.50 Total Record Count: 18 (The number 18 is circled in red in the original image) File to Upload: <input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Initiate Report"/>

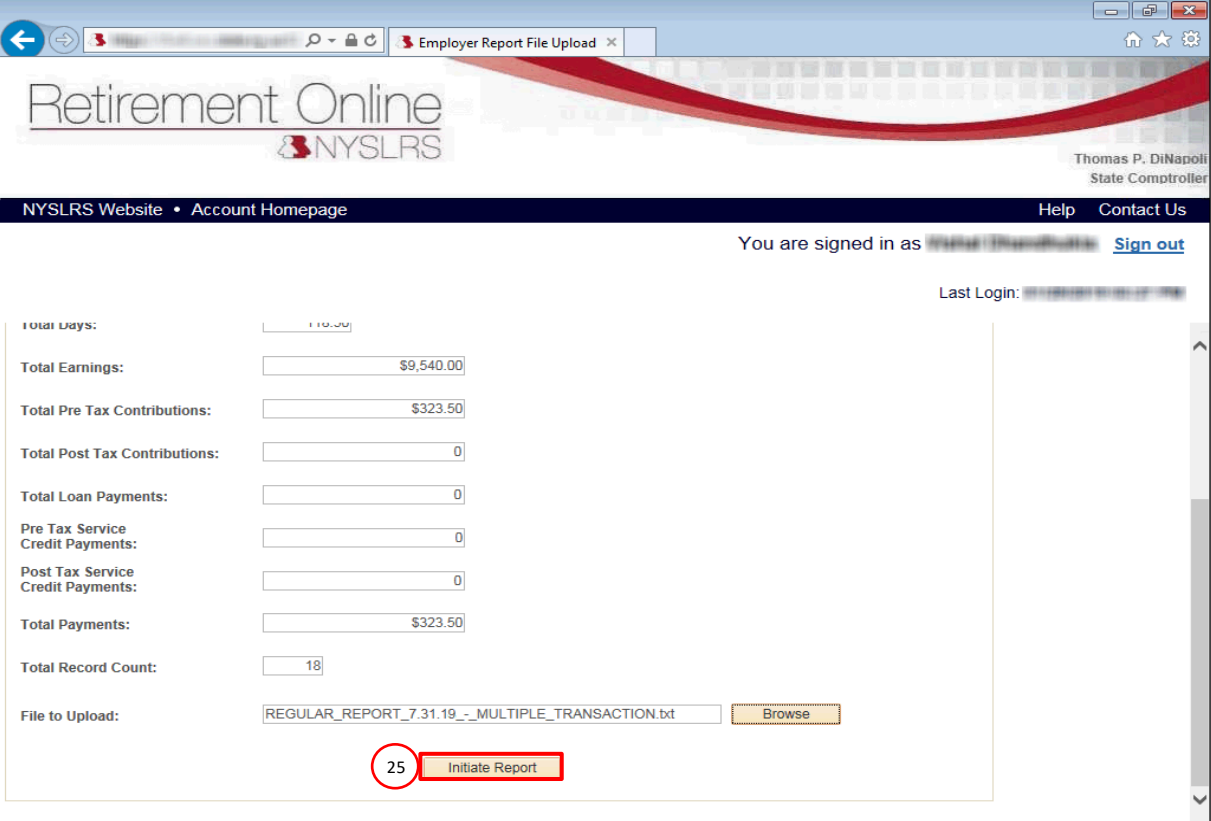
Step	Action	
19	<p>To select the file to upload, click the Browse button.</p> <p>Browse</p>	

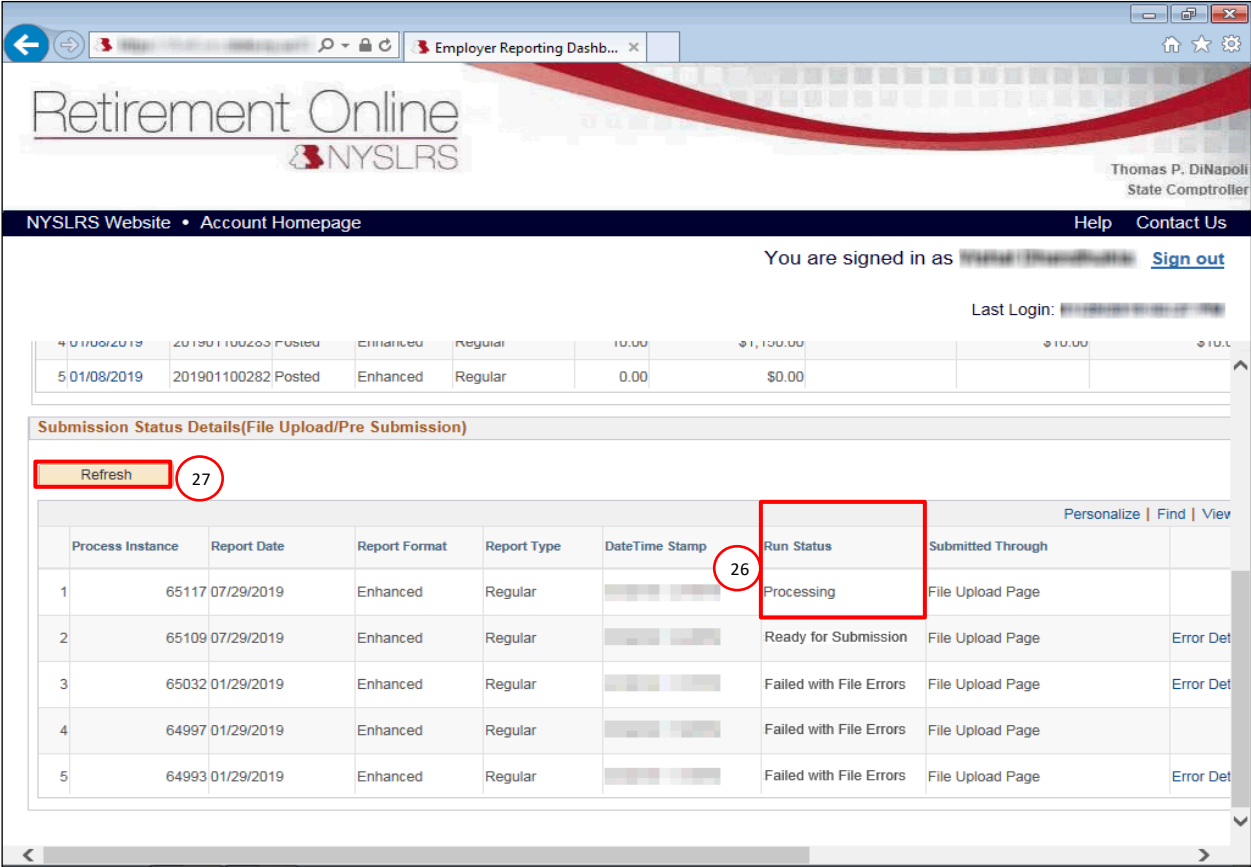

Step	Action
20	<p>The 'File Attachment' pop-up will appear. Click the Browse button to search your device for the file.</p> <p>Browse...</p> 

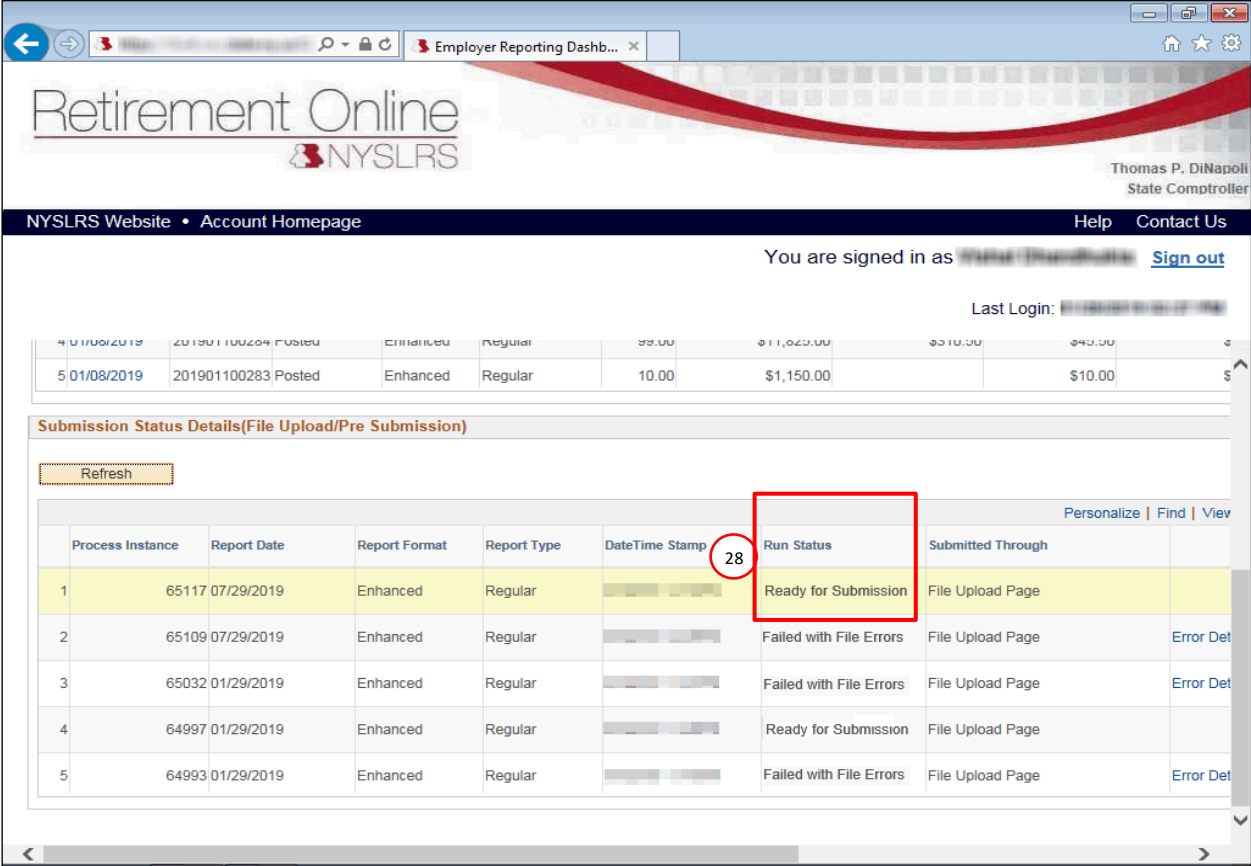
Step	Action	
21	<p>The 'Choose File to Upload' window will appear. Locate the file on your device to upload. Click on the File.</p> <p>Note: <i>Retirement Online</i> will only accept files in the .txt format for enhanced reports.</p>	
22	<p>Click the Open button.</p> <p><input type="button" value="Open"/></p>	

Step	Action	
23	<p>You will return to the 'File Attachment' pop-up. Click the Upload button to upload the document.</p> <p>Upload</p>	 <p>The screenshot shows a web browser window titled 'Employer Report File Upload' displaying the 'Retirement Online' (NYSLRS) interface. The page includes a navigation bar with 'NYSLRS Website' and 'Account Homepage', and a user status bar indicating the user is signed in as 'Thomas P. DiNapoli, State Comptroller'. The main content area contains a form for entering report details, including fields for 'Total Earnings', 'Total Pre Tax Contributions', 'Total Post Tax Contributions', 'Total Loan Payments', 'Pre Tax Service Credit Payments', 'Post Tax Service Credit Payments', 'Total Payments' (displaying \$323.50), and 'Total Record Count' (displaying 18). A 'File to Upload' field with a 'Browse' button is at the bottom. A 'File Attachment' pop-up dialog box is overlaid on the form, showing the filename 'REGULAR REPORT 7.31.19 - MULTIPLE TRANSACTION' and a 'Browse...' button. The 'Upload' button in the pop-up is highlighted with a red circle and a red box, and the number '23' is also circled in red.</p>

Step	Action	
24	<p>A 'Message' pop-up will appear confirming the file has been successfully uploaded. Click the OK button.</p> <p>OK</p>	 <p>The screenshot shows the 'Retirement Online' interface for 'Employer Report File Upload'. A modal message box is centered on the screen with the text: 'Message: The file has been uploaded successfully. Select Initiate Report to proceed.' The 'OK' button on this message box is circled in red and labeled with the number '24'. The background page includes a navigation bar with 'NYSLRS Website' and 'Account Homepage', a user login status 'You are signed in as [Name]', and a 'Last Login' timestamp. The main content area contains several data entry fields: 'Total Days', 'Total Earnings', 'Total Pre Tax Contributions', 'Total Post Tax Contributions', 'Total Loan Payments', 'Pre Tax Service Credit Payments' (0.00), 'Post Tax Service Credit Payments' (0.00), 'Total Payments' (\$323.50), and 'Total Record Count' (18). At the bottom, there is a 'File to Upload' field containing the filename 'REGULAR_REPORT_7.31.19_-_MULTIPLE_TRANSACTION.bt' and a 'Browse' button, followed by an 'Initiate Report' button.</p>

Step	Action
25	<p>To upload the report to <i>Retirement Online</i>, click the Initiate Report button.</p> 

Step	Action																						
<p>26</p>	<p>The <i>Employer Reporting Dashboard</i> page will appear. Scroll down to the 'Submission Status Details (File Upload/Pre submission)' section to view the status of the upload.</p> <p>Note: The uploaded report will appear as a new row in a status of 'Processing' at the top of the 'Submission Status Details (File Upload/Pre submission)' section.</p>	 <p>The screenshot shows the Retirement Online website interface. At the top, it says 'Retirement Online' and 'NYSLRS'. Below that, it indicates the user is signed in as 'Thomas P. DiNapoli, State Comptroller'. The main content area is titled 'Submission Status Details (File Upload/Pre Submission)'. A 'Refresh' button is highlighted with a red box and a circled '27'. Below this is a table with columns: Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, and Submitted Through. The first row in the table has a 'Run Status' of 'Processing', which is also highlighted with a red box and a circled '26'.</p> <table border="1" data-bbox="688 537 1902 597"> <thead> <tr> <th>Process Instance</th> <th>Report Date</th> <th>Report Format</th> <th>Report Type</th> <th>DateTime Stamp</th> <th>Run Status</th> <th>Submitted Through</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>01/08/2019</td> <td>201901100282</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>10.00</td> </tr> <tr> <td>5</td> <td>01/08/2019</td> <td>201901100282</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>0.00</td> </tr> </tbody> </table>	Process Instance	Report Date	Report Format	Report Type	DateTime Stamp	Run Status	Submitted Through	4	01/08/2019	201901100282	Posted	Enhanced	Regular	10.00	5	01/08/2019	201901100282	Posted	Enhanced	Regular	0.00
Process Instance	Report Date	Report Format	Report Type	DateTime Stamp	Run Status	Submitted Through																	
4	01/08/2019	201901100282	Posted	Enhanced	Regular	10.00																	
5	01/08/2019	201901100282	Posted	Enhanced	Regular	0.00																	
<p>27</p>	<p>To view the progress of the report, click the Refresh button.</p> <p></p> <p>Note: The processing time will vary depending on the file size. The status will begin as Processing and change to either: No Success, Success, Error, Failed with File Errors, or Ready for Submission.</p>																						

Step	Action																																																						
<p>28</p>	<p>If the Run Status indicates 'Ready for Submission,' the file is ready to submit to NYSLRS. You have successfully uploaded a regular monthly report file using the enhanced file format into <i>Retirement Online</i>.</p> <p>Note: If you are the Employer Reporting Uploader, you have completed the steps associated with your role and will stop here. Next, the Employer Reporting Submitter will continue on to submit and post the report, as detailed in our job aid, "Submit and Post a Regular Monthly Report File."</p>  <p>The screenshot shows the Retirement Online interface. At the top, it says 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli State Comptroller'. Below that, it says 'NYSLRS Website • Account Homepage' and 'You are signed in as [username] Sign out'. There is a 'Last Login:' field. A table shows submission details with columns for Report Date, Report Format, Report Type, and Run Status. The first row is highlighted in yellow and has a red box around the 'Run Status' cell which contains 'Ready for Submission' and is labeled '28'. Below this is a 'Submission Status Details' section with a 'Refresh' button and another table with columns for Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, and Submitted Through. This second table also has a red box around the 'Run Status' cell for the first row, which contains 'Ready for Submission' and is labeled '28'.</p> <table border="1" data-bbox="688 537 1902 597"> <thead> <tr> <th>Report Date</th> <th>Report Format</th> <th>Report Type</th> <th>Run Status</th> </tr> </thead> <tbody> <tr> <td>07/29/2019</td> <td>Enhanced</td> <td>Regular</td> <td>Ready for Submission</td> </tr> <tr> <td>01/08/2019</td> <td>Enhanced</td> <td>Regular</td> <td>Failed with File Errors</td> </tr> </tbody> </table> <table border="1" data-bbox="688 695 1902 1003"> <thead> <tr> <th>Process Instance</th> <th>Report Date</th> <th>Report Format</th> <th>Report Type</th> <th>DateTime Stamp</th> <th>Run Status</th> <th>Submitted Through</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>65117 07/29/2019</td> <td>Enhanced</td> <td>Regular</td> <td></td> <td>Ready for Submission</td> <td>File Upload Page</td> </tr> <tr> <td>2</td> <td>65109 07/29/2019</td> <td>Enhanced</td> <td>Regular</td> <td></td> <td>Failed with File Errors</td> <td>File Upload Page</td> </tr> <tr> <td>3</td> <td>65032 01/29/2019</td> <td>Enhanced</td> <td>Regular</td> <td></td> <td>Failed with File Errors</td> <td>File Upload Page</td> </tr> <tr> <td>4</td> <td>64997 01/29/2019</td> <td>Enhanced</td> <td>Regular</td> <td></td> <td>Ready for Submission</td> <td>File Upload Page</td> </tr> <tr> <td>5</td> <td>64993 01/29/2019</td> <td>Enhanced</td> <td>Regular</td> <td></td> <td>Failed with File Errors</td> <td>File Upload Page</td> </tr> </tbody> </table>	Report Date	Report Format	Report Type	Run Status	07/29/2019	Enhanced	Regular	Ready for Submission	01/08/2019	Enhanced	Regular	Failed with File Errors	Process Instance	Report Date	Report Format	Report Type	DateTime Stamp	Run Status	Submitted Through	1	65117 07/29/2019	Enhanced	Regular		Ready for Submission	File Upload Page	2	65109 07/29/2019	Enhanced	Regular		Failed with File Errors	File Upload Page	3	65032 01/29/2019	Enhanced	Regular		Failed with File Errors	File Upload Page	4	64997 01/29/2019	Enhanced	Regular		Ready for Submission	File Upload Page	5	64993 01/29/2019	Enhanced	Regular		Failed with File Errors	File Upload Page
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