



Please type or print clearly
in blue or black ink

Received Date

Adjustment Report

RS 2050

(Rev. 08/23)

NYSLRS ID

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Social Security Number [last 4 digits]

XXX-XX-

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Retirement System [check one]

Employees' Retirement System (ERS)

Police and Fire Retirement System (PFRS)

Employer: Please complete all fields on this page.

NOTE: This form should ONLY be used for one member for one Employment Instance.

Member Name: (Used for Enrollment to NYS Retirement)	Member Date of Birth:	Employment Instance:
Full Employer Name: (No abbreviations please)	Location Code:	Report Code: Eg. 010,020

Will these negative adjustments result in a refund? Yes No

Were the contributions withheld from the member's earnings? Yes No

Were these adjustments already submitted in Retirement Online? Yes No

Report Period MM/DD/YYYY	+/- Days To Be Adjusted for Period	Days Reported Should Be For Period	+/- Hours to be Adjusted for Period	+/- Gross Salary Adjustment for Period	Gross Salary Should Be for Period	**Earnings Code
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I certify that the information on this report is true and complete to the best of my knowledge. I further certify that I am aware that any false statement I knowingly make or permit to be made on this or any record of the Retirement System constitutes a crime punishable by potential incarceration and other sanctions.
(Please note, the report cannot be accepted if signed by the member for whom the information is being provided.)

Certifying/Authorized Signature	Certified Authorizer Printed Name
Department & Title	Contact Information Phone & Email
Date	

Carry Over Totals from Page 1	
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Instructions for Completing Adjustment Form (RS 2050)

NYSLRS ID – 9-digit code assigned to each employee that begins with an “R”.

Employment Instance – Number that is associated with the job whose salary/days are being adjusted.

Location Code – The five-digit number assigned to each participating employer by the Retirement System. For State employers this is not the same as your Agency code.

Report Code – This is a three-digit number assigned by the Retirement System to uniquely identify a member being reported. It may identify an unusual pay frequency or a location classification.

Report Period – The Month/Day/Year of original reported period.

+/- Days Adjustment – Please indicate the number of days to be added or subtracted (use parentheses for reductions).

Days Reported Should Be – The total amount of days to be credited after the adjustment.

+/- Gross Salary Adjustment for Period – Please indicate the number of days to be added or subtracted (use parentheses for reductions).

Gross Salary Should Be for Period – The Total amount of salary/earnings to be credited after the adjustment.

** Earnings Code – For Enhanced Reporting only, please indicate the type of earnings being adjusted.

Totals should be indicated on each page of the adjustment. Days and Salary figures can be negative.

Certification/Authorization Section – Each sheet submitted must be completed and signed by a Payroll or CFO contact that is listed on your contact listings for your location code.

For a refund of member contributions, loans or service purchase overpayments, the employer should contact the Employer Reporting area for a form to request a credit for overpayment.