

NYSLRS Webinar January 14, 2020

Retirement Reporting: Elected and Appointed Officials Understanding Your Responsibilities

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What you will learn today:

- The requirements of Regulation 315.4
- How to create a Record of Activity (ROA)
- Work-Related and Non-Work Related Activities
- Due Dates for your ROA



Important term to know

- **Record of Activity (ROA)** – Three month record of work-related activities kept by elected and appointed officials



Regulation 315.4

Effective August 12, 2009 and amended August 19, 2015

Requirements:

- Officials are required to keep a 3 month Record of Activity (ROA)
- ROA's must contain a daily detail of hours worked and duties performed that directly relate to your position
- The ROA must include start and end times for each activity performed
- You can include duties performed outside normal business hours as long as they are work related
- You should extend your ROA, beyond three months, by the amount of time used for vacations, illness, holidays or other absences during the three-month period
- Failure to comply with the Regulation will result in suspension of service crediting and membership benefits



What is a Record of Activities?

- The 3 month ROA is used to determine the service credit that will be reported to the Retirement System
- An ROA is good for up to 8 years provided that the duties and hours have not substantially changed
- A Recertification of the Record of Activities (RS2419) must be signed with each new term of office
- You must create a new ROA any time your duties have changed
- The ROA result is the average days worked per month that will be reported to the Retirement System



Who is Required to Keep an ROA?

- Elected or appointed officials who are members of NYSLRS that do not participate in an employer's time-keeping system that either shows hours worked or tracks accruals

Why is an ROA Required?

- As an elected or appointed official and a member of NYSLRS, your employer reports your earnings and time worked to NYSLRS.
- Your retirement benefit is calculated using, among other things, service credit and salary reported by your employer.
- The ROA helps to ensure that officials receive accurate service credit and the retirement benefits they've earned.

Example of One Week of an Elected/Appointed Official's Record of Activities

Record of Activities

Name John Smith
Title Town Supervisor
Employer South Anytown

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
January 7, 2019	Taxpayer mtg.	1:00 PM	2:00 PM	1
January 7, 2019	Return phone calls	2:00 PM	3:00 PM	1
January 7, 2019	Emergency call re: dog warden	12:00 AM	1:00 AM	1
January 8, 2019	Prepare speech for luncheon	12:00 PM	3:00 PM	3
January 8, 2019	Return phone calls	3:00 PM	4:00 PM	1
January 9, 2019	Routine correspondence	9:00 AM	11:00 AM	2
January 9, 2019	Guest speaker - luncheon mtg.	1:00 PM	3:00 PM	2
January 9, 2019	Return phone calls	6:00 PM	7:00 PM	1
January 10, 2019	Conference call with East and North Anytowns	9:00 AM	9:30 AM	0.5

Page 1 of 2

January 10, 2019	Prepare for mtg. on 1/13	9:30 AM	11:00 AM	2.5
January 10, 2019	Return phone calls	6:00 PM	7:00 PM	1
January 11, 2019	Prepare speech and materials for 1/15 mtg.	9:00 AM	11:00 AM	2
January 11, 2019	Routine correspondence	11:00 AM	12:00 PM	1
January 11, 2019	Return phone calls	4:00 PM	5:00 PM	1
January 12, 2019	Committee mtg. on zoning	9:00 AM	12:00 PM	3
January 12, 2019	Return phone calls	4:00 PM	5:00 PM	1

Add New Row

Update Total: 24

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.

Signature _____ Date _____

Page 2 of 2

Sample entries:

Date	Activity	Start Time	End Time	Hours
January 7, 2019	Taxpayer mtg.	1:00 PM	2:00 PM	1
January 7, 2019	Return phone calls	2:00 PM	3:00 PM	1
January 7, 2019	Emergency call re: dog warden	12:00 AM	1:00 AM	1
January 8, 2019	Prepare speech for luncheon	12:00 PM	3:00 PM	3
January 8, 2019	Return phone calls	3:00 PM	4:00 PM	1
January 9, 2019	Routine correspondence	9:00 AM	11:00 AM	2
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January 9, 2019	Return phone calls	6:00 PM	7:00 PM	1

Appropriate Time

- Answering constituent phone calls
- Attending municipality sponsored events
- Discussing issues with constituents while out of the office
- Attending municipality's board/committee meetings
- Preparing for municipality meetings
- Community activities in partnership with the municipality

The Governing Board must review each entry listed on the ROA to determine if the entries are appropriate. The Board must exclude any duties that are not job related from the calculation.



Inappropriate Time

- On-call time (unless called out)
- Time attending campaign events
- Attendance at political party rally/candidates events
- Board and committee meetings for private organizations
- Socializing after legislative meeting
- Personal volunteer work
- Services not paid for by the municipality (e.g., wedding ceremonies)



Due Dates for Your ROA

- You must complete your ROA within 150 days of the start of any new or subsequent term or appointment
- Once you've completed the ROA, it is also your responsibility to submit a signed copy to the clerk of your governing board within 30 days



Updating Your ROA

- If your ROA is not representative of the hours you generally work, you may keep another three month ROA.
- Periodically revisit your ROA to make sure that it accurately reflects the hours you work



Failure to Submit an ROA

- Salary and service credit will be suspended for that employer.
- Retirement benefits will not include any suspended salary and service credit



Resources

- Review the handouts provided to you
- Give our office a call (518) 402-3815
- Email the Pension Integrity Bureau for general information at: PensionIntegrity@osc.ny.gov
- Visit our website at www.osc.state.ny.us/retire
 - Click on the Members tab
 - Click Reporting Regulation for Elected/Appointed Officials
 - ROA Template link - www.osc.state.ny.us/retire/employers/elected_appointed_officials/record_activities.php



QUESTIONS?

THANK YOU!



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