

# Employer Billing and Contributions

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## Annual Billing Overview

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As a participating employer, you are billed each November for your share of the cost of your employees' retirement benefits.

The amount owed by a participating employer for any year depends on:

- The specific retirement plans and options adopted by the employer; and
- The pensionable earnings of NYSLRS members in the last completed New York State fiscal year as reported to NYSLRS by the employer; and
- The contribution rates for the various plans and options, which are determined by the NYSLRS actuary and approved by the Comptroller.

The contribution rates for the various retirement plans and options are calculated annually and may change every year. The rate for a particular retirement plan is the same for all employers who offer that plan.

Since the amount owed is based, in part, on pensionable earnings, employers have the opportunity to review their reported earnings and correct any errors after the end of each fiscal year. Employer contacts (report uploaders and submitters) can also view reported earnings for the current fiscal year and [make adjustments](#) throughout the year in *Retirement Online*.

An estimated invoice is issued approximately three months prior to the annual invoice. It is provided for informational purposes only.

Annual Invoices are issued in November and payment is due on or before February 1. Employers may choose to prepay a discounted amount by December 15.

# Annual Billing Schedule

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## July

Review your Fiscal Year Earnings in [Retirement Online](#).

These are the pensionable earnings and days worked you reported to NYSLRS for members employed during the previous State fiscal year (April 1 through March 31). Since the amount of your annual invoice will be based, in part, on these earnings, it's important to review them and ensure the information is correct.

You will also be able to review prior year's adjustments – members' earnings that were adjusted during the previous fiscal year. These adjustments can result in a credit or charge on your annual invoice.

Compare the information in [Retirement Online](#) to your own records. If there is an error in our records, you need to [submit an adjustment](#) using [Retirement Online](#), or mail an [Adjustment Report \(RS2050\)](#) and [Adjustment Report Label \(RS2050A\)](#) to our Member and Employer Services Bureau.

Any adjustments you make will be a prior year's adjustment for the next billing cycle.

## August

Estimated invoices for employer contributions due February 1 are available.

This is only an estimate. No payment is due at this time. Your annual invoice of the final amount due will be issued in November.

You can view your estimated invoice in [Retirement Online](#) until we issue your annual invoice. Detailed information is available on our [Estimated Invoice web page](#).

## September

Employer contribution rates are issued and projected invoices are available for the next fiscal year.

Contribution rates for the following State fiscal year are issued in September. These rates are based on the Common Retirement Fund's investment performance at the close of the previous State fiscal year and the actuarial assumptions recommended by NYSLRS' actuary. To determine the rates, NYSLRS actuary performs an annual actuarial valuation of NYSLRS' assets and liabilities as of April 1 using the aggregate (total) cost funding method. The rates are then approved by the Comptroller.

Projected invoices show the amount due February 1 of the following fiscal year. For example, in September 2020, the rates for the fiscal year ending March 31, 2022 were issued and a projection of the payment due on February 1, 2022 was provided. Projected invoices are calculated using the new contribution rates and are provided for budgeting purposes.

You can view your projected invoice for the following fiscal year in [Retirement Online](#). Detailed information and the most recent contribution rates are available on our [Projected Invoice web page](#).

## **November**

Annual invoices for employer contributions are made available.

Employer contributions are based on actual earnings from the most recently completed State fiscal year. These earnings are multiplied by the appropriate contribution rates.

The annual invoice also bills you for other costs incurred as the result of your participation in NYSLRS. These costs may include, but are not limited to, billing for deficiencies, amortization amounts, required payments for an adoption of a State retirement incentive, and for prior years' adjustments. Prior years' adjustments may appear as charges or credits.

Payment of the annual invoice is due on or before February 1, but employers may choose to prepay a discounted amount by December 15.

You view your annual invoice in [Retirement Online](#). Detailed information is available on our [Employer Annual Invoice web page](#).

## **December**

Employers may choose to pay the discounted contribution amount shown on their annual invoice. NYSLRS must receive payment on or before December 15. Payments received after that date will be applied against the full amount due February 1.

## **February**

Payment of the annual invoice is due unless you paid the discounted contribution amount by December 15. NYSLRS must receive payment on or before February 1 for payment to be considered on time. Late payments are subject to delinquency interest at the rate of 6.8 percent.

## Adopting Retirement Benefits

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From time to time, an employer, employees or a bargaining agent may propose a change in retirement benefit coverage. The first step in the process of adopting a new retirement benefit is to submit a request for a quote of the cost to our Member and Employer Services Bureau. You can submit your request by:

- Email — go to our [Help Desk Form](#) and select “Cost or Adoption of Retirement Plans” as the reason for contacting NYSLRS;
- Fax — 518-474-8357; or
- Phone — 518-474-0167.

When we receive your request, we will prepare an estimated cost using the contribution rate applicable to the benefit you are considering. You can use this estimated cost in your budget or in collective bargaining. The money needed to meet the cost of a new benefit must be appropriated and included in the budget for the fiscal year in which the benefit will become effective. This is a requirement of Section 430 of the Retirement and Social Security Law (RSSL).

When we send you the estimated cost, we will also send these documents for you to complete:

- An affidavit certifying that funds have been appropriated; and
- The necessary resolution or resolutions to formally adopt the benefit.

You cannot alter or amend the language in these documents in any way. Resolution(s) and affidavit(s) must be completed and returned for an adoption to be finalized.

On the resolution, you must provide the date the new benefit becomes effective. New benefits cannot become effective until certified copies of the resolution and affidavit are filed with NYSLRS. The effective date of new benefits may not be made retroactively.

Approximately one month before the end of the State fiscal year in which the new benefit becomes effective, you will receive an invoice. This invoice is an advance payment, and is payable prior to the end of that fiscal year.

### PLAN ADOPTIONS FOR TIERS 1 AND 2

Several retirement plans are available for Tier 1 and Tier 2 members. Any retirement plan adopted on behalf of Tier 1 or Tier 2 members must apply to all eligible employees who are members of NYSLRS. An employer cannot provide a benefit to some eligible members or groups of eligible members and not to others, except as provided by law. For example, employers may elect to provide special retirement plan benefits to police officers only or to firefighters only.

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