

# Resources and Services for Employers

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## CONTACT US

### Phone Numbers for Employers (by Service Area)

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[www.osc.state.ny.us/retire/word\\_and\\_pdf\\_documents/employers\\_files/employer\\_reporting/vo1700-d\\_ref\\_chart\\_telephone\\_numbers.pdf](http://www.osc.state.ny.us/retire/word_and_pdf_documents/employers_files/employer_reporting/vo1700-d_ref_chart_telephone_numbers.pdf)

(members should call our Contact Center at 1-866-805-0990)

### Email

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Billing: [nyslrs\\_billing@osc.state.ny.us](mailto:nyslrs_billing@osc.state.ny.us)

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Reporting: [nyslrsemployerreporting@osc.ny.gov](mailto:nyslrsemployerreporting@osc.ny.gov)

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Update Employer  
Contacts: [nyslrs\\_employer\\_access@osc.ny.gov](mailto:nyslrs_employer_access@osc.ny.gov)

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Post-Retirement  
Reporting: [postretirementreporting@osc.ny.gov](mailto:postretirementreporting@osc.ny.gov)

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Elected and  
Appointed Officials: [pensionintegrity@osc.ny.gov](mailto:pensionintegrity@osc.ny.gov)

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General: [rtempser@osc.ny.gov](mailto:rtempser@osc.ny.gov)

## E-NEWS SIGN UP

*E-News*, our monthly electronic newsletter, covers employer-related topics like billing rates, newly enacted legislation, employer-reporting seminars and others.

Sign up to receive *E-News*: [www.osc.state.ny.us/retire/e-news/sign-up/index.php](http://www.osc.state.ny.us/retire/e-news/sign-up/index.php)

Story archives: [www.osc.state.ny.us/retire/employers\\_e-news/index.php](http://www.osc.state.ny.us/retire/employers_e-news/index.php)

## RETIREMENT ONLINE

With *Retirement Online*, the Retirement System work you need to do is a click away. It's a convenient system that will streamline reporting and member enrollment. By improving the way we share information, your Retirement System work will be faster and simpler.

Learn more or sign in: [www.osc.state.ny.us/retire/retirement\\_online/employers.php](http://www.osc.state.ny.us/retire/retirement_online/employers.php)

For help using *Retirement Online*:

Email: [retirementhelpdesk@osc.state.ny.us](mailto:retirementhelpdesk@osc.state.ny.us)

Phone: 1-844-619-9614

## UPDATE YOUR EMPLOYER CONTACTS

Your organization's Contact Administrator maintains employer contact information for all individuals who communicate and work with NYSLRS. The Contact Administrator should sign in to *Retirement Online* regularly to add new contacts for your location, remove old contacts and modify information for existing contacts.

Maintaining current contact information is important so that when NYSLRS sends out information, it gets to the right person.

[www.osc.state.ny.us/retire/retirement\\_online/employers.php](http://www.osc.state.ny.us/retire/retirement_online/employers.php)

## EMPLOYER FORUM NEWSLETTER

The *Employer Forum* newsletter is produced twice each year and contains special interest stories designed for employers.

Newsletter archives: [www.osc.state.ny.us/retire/publications/newsletters.php#employers](http://www.osc.state.ny.us/retire/publications/newsletters.php#employers)

## EMPLOYER EDUCATION SEMINARS

[www.osc.state.ny.us/retire/employers/employer\\_seminars.php](http://www.osc.state.ny.us/retire/employers/employer_seminars.php)

### Seminars for Reporting and Benefit Staff

NYSLRS provides training seminars covering a variety of subjects for your benefit and reporting staff who work with NYSLRS. Seminars address topics such as:

- Membership
- Monthly reporting
- Elected and appointed officials
- Reporting at time of retirement
- Post-retirement employment

**Call 518-474-0167 to make a reservation or to host a workshop.**

### Pre-Retirement Presentations for Your Employees

At your request, we provide a presentation about the retirement process — including calculating final average salary and pension benefits — for employees who are within five years of retirement eligibility.

We can also work with you to find qualified presenters who can cover other topics, such as financial planning, health insurance or estate planning.

**Call 518-473-9704 to schedule a presentation for your employees.**

## REPORTING A DEATH

Notify us of an employee's death:

- Submit a Notification of Death form (RS6082) as soon as possible (link below), either by mail or attach it to our secure email form at [www.emailnyslrs.com](http://www.emailnyslrs.com); or
- Call our death benefit staff (518-474-7502 or 518-408-4785).

You or a friend or family member must also mail us a certified copy of the death certificate.

Usually, you will need to provide certification of service credit as well as salary and accrued payments data. You can help reduce the benefit processing time by starting to gather such records when you first learn of an employee's death.

[www.osc.state.ny.us/retire/forms/rs6082.pdf](http://www.osc.state.ny.us/retire/forms/rs6082.pdf)

## WHERE TO FIND FORMS

### Print from Our Website

Many forms, including forms for members, are available online to download and print.

[www.osc.state.ny.us/retire/forms/index.php](http://www.osc.state.ny.us/retire/forms/index.php)

### Order Forms

**By email: [msserv@osc.ny.gov](mailto:msserv@osc.ny.gov)**

Include the following information in your email:

- The name, stock number and quantity for each form or publication you are requesting;
- Your name and phone number;
- The name and location code of your employer; and
- The address where forms and publications should be mailed.

**By mail, fax or phone:**

Print an order form: [www.osc.state.ny.us/retire/forms/rs1165.pdf](http://www.osc.state.ny.us/retire/forms/rs1165.pdf)

Mail it to:

Office of the State Comptroller  
Attn: Service Desk  
110 State Street  
Albany, NY 12244

Fax it to 518-473-4560, or

Call 518-474-3438 to place your order.

## COMPARISON OF BENEFITS BY TIER

Your staff likely consists of NYSLRS members from several membership tiers. Use these charts to quickly see the differences between tiers.

**ERS:** [www.osc.state.ny.us/retire/employers/tier-6/ers\\_comparison.php](http://www.osc.state.ny.us/retire/employers/tier-6/ers_comparison.php)

**PFRS:** [www.osc.state.ny.us/retire/employers/tier-6/pfrs\\_comparison.php](http://www.osc.state.ny.us/retire/employers/tier-6/pfrs_comparison.php)