

A Message from Comptroller Thomas P. DiNapoli

As a New York State public employer, you know firsthand the tremendous challenges created by the COVID-19 health crisis. Despite these difficult times, you have worked diligently to carry out your responsibilities and ensure essential services remained available. Thank you for your dedication and commitment to serving the people of New York.

While much of our focus and attention this year is on the tough work ahead, we are taking some time to recognize and commemorate the 100th anniversary of the founding of NYSLRS. From our modest beginning, we have become one of the largest and best-funded Retirement Systems in the country. Although there have been many changes during the last 100 years, one thing has never changed — our mission and commitment to provide safe and secure pensions to New York's public employees. This is the promise we made in 1921, and we will continue to honor our pledge going forward.

Innovation will continue to be a key component of our shared success in the future. Each new feature added to *Retirement Online* is designed to make your work with the Retirement System more efficient. Enhanced reporting, launched last year, will automate member enrollments, improve the accuracy of your employees' service credit information and reduce the number of inquiries you get from NYSLRS. If you have not started to transition to enhanced reporting, I encourage you to do so ([see page 4](#) to learn how to get started). It will save you time and make your work easier.

I look forward to our continued collaboration.

Sincerely,



Thomas P. DiNapoli
 State Comptroller



Getting the Information You Need

Your organization's *Retirement Online* contact and security administrators make sure you get the information that you need to work with NYSLRS.

Contact administrators maintain employer contact information for all individuals who communicate and work with NYSLRS. Their work includes adding new contacts, removing old contacts, and modifying information for existing contacts.

Security administrators determine which contacts are assigned *Retirement Online* access, and ensure that security roles are properly assigned and fully staffed.

Did You Know?

- Your organization must have a primary contact administrator and a primary security administrator. Alternates should be designated if available.
- One individual in your organization can be both the security administrator and the contact administrator.
- Not all employer contacts have access to *Retirement Online*. To receive a *Retirement Online* user

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Getting the Information You Need

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name and password, employer contacts must first be assigned a security role by your security administrator.

- Employees may be designated as more than one contact type and assigned more than one security role.
- Designated contacts receive notifications on their *Retirement Online* dashboard and by email, based on their security role. Please make sure employer contacts have a current email address on file.

For Assistance

If you are a contact or security administrator and you need help updating employee information in *Retirement Online*, call 866-805-0990 (press 1 to access the employer menu), or send us a message using our [help desk form](#). For more information, visit our [Security and Contact Administrators page](#).

Need Help?

Help is just a click away with our [help desk form](#). Whether you have *Retirement Online* questions or suggestions, questions about member enrollment, reporting, employer education or other employer matters, the form directs your question to the team that can help.

Need to speak with someone instead? Call our toll-free number at 866-805-0990 (518-474-7736 in the Albany, NY area) and press "1" for the employer menu. After you select your topic from the menu, your call will be directed to the appropriate team.

Are Your Reported Earnings Correct?

Every November, you receive an invoice for your share of the cost of your employees' retirement benefits. That invoice is based, in part, on the pensionable earnings you report to NYSLRS, so it's important to make sure those earnings are accurate.

To help ensure the accuracy of reported earnings, review your fiscal year earnings and prior years' adjustments annually in *Retirement Online*. You will receive dashboard notifications and an email in the coming weeks when these features are available.

The Fiscal Year Earnings link in your dashboard allows you to see a breakdown of pensionable earnings by tier, plan, option and employee. The Prior Years' Adjustment link allows you to see changes to the previous years' pensionable earnings for your location or for an employee.

Prior years' adjustments occur when earnings that were not reported through the regular reporting process are entered into an employee's account. These can happen when you make adjustments or when we credit service, and can initiate a cost or credit to you.

Submit adjustments for any errors in reported earnings. Adjustments you make this year will appear as prior years' adjustments next year and will be reflected on your estimated and annual invoices for the next year's billing cycle.

You can find more information about adjusting reported earnings on our [Making Adjustments to Earnings and Days Worked page](#).



Retirement Online



Annual Billing Cycle

As a participating employer, you are billed annually for your share of the cost of your employees' retirement benefits. The amount of your bill is based on pensionable earnings reported during the previous State fiscal year. For example, the amount of your 2022 invoice will be based on earnings reported during the 2021 State fiscal year (April 1, 2020 – March 31, 2021).

April 1 through March 31 (Previous State fiscal year)	Report earnings throughout the fiscal year in <i>Retirement Online</i> .
July (Current State fiscal year)	Fiscal Year Earnings and Prior Years' Adjustments are available in <i>Retirement Online</i> . Make any necessary adjustments. Adjustments you make now will be reflected on next year's estimated and annual invoices.
Late July / Early August	Your estimated invoice for the current State fiscal year is available. The amount is based on earnings reported during the recently ended State fiscal year.
November*	Your annual invoice for the current fiscal year is available. Payment is due by February 1 or pay a discounted amount by December 15.
*In addition to the estimated invoice, a projected invoice for the November annual invoice is provided 18 months before payment is due for budgeting purposes. You are notified when the projected invoice is available in <i>Retirement Online</i> .	

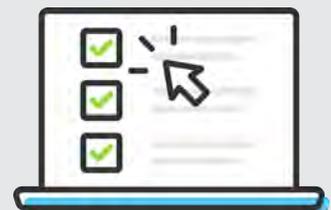
The Billing Dashboard — Everything You Need for Billing

Everything you need for billing is now in one convenient location — the *Retirement Online* billing dashboard. The dashboard is where you will find:

- Your NYSLRS Government Accounting Standards Board (GASB) report.
- Fiscal Year Earnings reported to NYSLRS.
- Prior Years' Adjustments.
- Projected, Estimated and Annual Invoices.
- Payment Information.
- Amortization Schedules and Payoff Calculator.

Only employer contacts with the Billing security role have access to all the features on the dashboard. Your organization's security administrator can assign the Billing security role to contacts who need it.

You'll find training materials for the billing dashboard on the [Retirement Online How To](#) page.



A Century of Pension Security

This year marks the 100th anniversary of the New York State and Local Retirement System.

In 1920, Governor Al Smith signed a law establishing the New York State Employees' Retirement System (ERS). Under the supervision of Comptroller James A. Wendell, ERS opened its doors on January 3, 1921, and by summer, was serving 4,500 active members and 43 retirees and beneficiaries.

Soon after, new laws permitted employees of local governments to join ERS. The first of these was Steuben County, which joined in May, 1922.



Newburgh became the first city and school district to join in June, 1922. The next year, Avon became the first village to join, and Onondaga the first town. Roosevelt Public Library became the first library to join in 1924.

Today, NYSLRS is one of the largest public retirement systems in the country, serving more than one million members, retirees and beneficiaries. We partner with nearly 3,000 employers that share our commitment to provide secure pension benefits to New York's public employees.

Thank you for supporting this important work.

Thomas P. DiNapoli State Comptroller

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The *Employer Forum* is a semiannual newsletter published by the New York State and Local Retirement System (NYSLRS) for participating employers. This newsletter is a summary of benefits, rights and responsibilities. It is not a substitute for New York State or federal law.

Email or mail your comments to:

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Get Started with Enhanced Reporting

Make the move to *Retirement Online* enhanced reporting.

The enhanced report format maximizes your efficiency and improves the service you provide to your employees. More than 450 employers have already made the transition — and the sooner you switch, the sooner you'll experience the advantages of this new approach to reporting.

[Take this brief survey](#) to begin the process. An enhanced reporting transition coach will contact you to discuss the next steps for your organization.

Visit the [Gold Certification - Enhanced Reporting page](#) for more information, including an [Enhanced Reporting Overview video](#) that outlines the benefits this new reporting process offers your organization.

