General Session

NYSLRS Retirement Online Employer Workshop

Presented by:
New York State & Local Retirement System
## Workshop Agenda

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00am</td>
<td>12:00pm</td>
<td>General Session</td>
<td>Welcome &amp; Project Overview, Employer Reporting in <em>Retirement Online</em>, Enhanced Reporting, Preparing for Release 2, Questions and Answers</td>
</tr>
<tr>
<td>12:00pm</td>
<td>12:45pm</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1:00pm</td>
<td>3:45pm</td>
<td>Breakout Sessions</td>
<td></td>
</tr>
<tr>
<td>3:45pm</td>
<td>4:15pm</td>
<td>Closing Remarks</td>
<td>Timeline and Key Actions, Questions and Answers</td>
</tr>
</tbody>
</table>
Workshop Agenda

• Each attendee will attend three 45-minute breakout sessions this afternoon

• Please refer to your individual agenda for you breakout topics and room locations

• Breakout Session Topics:
  • Member Enrollment
  • Data Mapping for Employer Reporting
  • Employer Contacts and Authorization
Our Vision for the New Retirement Online

- Excellence in Customer Service
- Self-Service Options on the Web
- Employer Partnership
- Optimize Latest Technology
Where Are We?

Release 1
2017
Member Self Service
Employer Self Service

Release 2
2018
Member and Employer Processes

Release 3
2019
Retiree Processes (Pension Payroll)
Employer Reporting Today

- Multiple Applications
- Limited Data
- Job Status Changes Not Indicated
- Lack of Real-Time Error Messages
- Additional Follow Up
- Lack of Immediate Deduction Information
NYSLRS requests data from employers for:

- Retirement calculations
- Service Credit Purchase for optional members

Enrollment of members is through a paper process.

Incorrect deductions are accepted through the reporting process.

Employers receive notification of failed validations after report submission.
Changing the way employers conduct business with the NYSLRS, including:

- Completing all employer functions through Retirement Online
- Employer reporting through Retirement Online
- New reporting format & population
- Member enrollment
Key Takeaways

- Interact with NYSLRS in a single system
- Employer reporting completed in Retirement Online
- Enroll members through electronic channels
- Reduce requests to employers
- Real time notifications and follow-ups
EMPLOYER REPORTING IN RETIREMENT ONLINE
Employer Reporting in 2018

**All Reporting Through Retirement Online**

1. Employers log into *Retirement Online*

2. They can submit regular reports, adjustment reports, and enroll a member

**Enhanced Reporting File Format**

- Ability to report the following:
  - Earnings breakdown
  - Job status changes
  - All employees
  - Trigger automatic enrollment
Employer Reporting in 2018

Automatic Enrollment

Employers will report new hires on the Enhanced Reporting File Format

Mandatory members are automatically enrolled

Enroll a Member Functionality

Employers on the Legacy Format and Optional Members can be enrolled through Retirement Online
# Employer Reporting in 2018

<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Real Time Validations and Messages</strong></td>
<td><img src="#" alt="Error Messages" /> <img src="#" alt="Warning Messages" /></td>
</tr>
<tr>
<td><strong>View / Edit Capabilities</strong></td>
<td>Pages to view and edit data</td>
</tr>
<tr>
<td><strong>Delete Report</strong></td>
<td>Prior to submission without contacting NYSLRS</td>
</tr>
</tbody>
</table>
Employer Reporting through Retirement Online

Two reporting formats accepted through Retirement Online:
• Legacy File Format
• Enhanced File Format
### Employer Reporting through *Retirement Online*

<table>
<thead>
<tr>
<th><strong>Legacy File Format</strong></th>
<th><strong>Days</strong></th>
<th><strong>Salary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contributions</td>
<td>Arrears and Loans</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Location Code</strong></th>
<th><strong>Report Code</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifies the employer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Registration Number</strong></th>
<th><strong>Identifies a person</strong></th>
</tr>
</thead>
</table>
**Employer Reporting through Retirement Online**

<table>
<thead>
<tr>
<th>Enhanced File Format</th>
<th>Biographical Data</th>
<th>Days &amp; Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four transaction types</td>
<td>Job Data</td>
<td>Earnings Details</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location Code</th>
<th>Identifies the Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYSLRS ID and Employment Instance</td>
<td>Identifies the employee and the specific job</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre and Post Tax Amounts</th>
<th>For Contributions and Service Credit Purchase Payments</th>
</tr>
</thead>
</table>

| Earnings Codes | In addition to earnings amounts |
Key Benefits

- Real time information delivered during reporting
- Funds are pulled through electronic debit for total deductions owed
- New Functionality through Retirement Online:
  - View / Edit pages for data correction
  - Ability to delete reports prior to submission
  - View reports for prior periods
  - View Improper Withholdings
Accessing the Employer Reporting Dashboard

1. Access Retirement Online
2. Navigate to the Reporting Dashboard
3. View Summary Information for All Reports
4. Select a Report from the List
5. Access Details for the Report
Initiating an Employer Report

File Upload

1. Access Retirement Online
2. Navigate to the Reporting Dashboard
3. Select File Upload
4. Complete Control Totals & Upload File
5. Initiate Report
Report Details

1. Click the Report Details Tab
2. View all Transactions included in the Report Selected
3. Select the View/Edit link to Edit a Transaction
4. Select the Validate Button
5. Control Totals Automatically Updated
Navigate to the Report Summary Tab

Check for Error or Warning Messages

Submit the Report
Enhanced Report Overview

• Collect more detailed data for a larger population
• Reduces the need to request this information later from employers
• Decreases benefit calculation and service credit purchase calculation processing time
• Support automated enrollment for mandatory members
• Reduces timing issues and mandatory arrears at time of enrollment
• Ability to report job status changes such as leave of absence, return from leave, or change in job data
**NYSLRS ID**

- The **NYSLRS ID** is the new unique identifier for people in the NYSLRS system.
- The NYSLRS ID is replacing Registration Number.
- It is a 9 digit # starting with an R (R00112233).
- Employers need to report employees using the NYSLRS ID once they transition to the Enhanced File Format.
- Legacy reporters will continue to use Registration Numbers. NYSLRS will still issue Registration Numbers for this purpose.
Employment Instance

• **Employment Instance** is the unique identifier for each job that a person has held at participating employers.

• The Employment Instance is used to determine which job is being reported on the Enhanced File Format.

• It is a sequential number based on the number of jobs an employee has held at participating employers. ERS and PFRS instances start with a different range of numbers.

• Employers need to report employees using the NYSLRS ID and Employment Instance once they transition to the Enhanced File Format.

• NYSLRS IDs and Employment Instances for existing employees will be provided to employers as part of the certification process.
NYSLRS ID & Employment Instance

REPORT WITH LEGACY FILE FORMAT ON DAY 1
Continue to report Registration Number
Complete Legacy Format test file during training and certification

REPORT WITH ENHANCED FILE FORMAT ON DAY 1
Report NYSLRS IDs and Employment Instances
Complete Enhanced Format test file during training and certification
NYSLRS ID & Employment Instance

If you are reporting an employee with two jobs at your organization, report the data separately.

**JOB 1**
- Location Code: 00100
- NYSLRS ID: R00112233
- Employment Instance: 0
- Reporting Data (Days, Contributions, Earnings Breakdown)

**JOB 2**
- Location Code: 00100
- NYSLRS ID: R00112233
- Employment Instance: 2
- Reporting Data (Days, Contributions, Earnings Breakdown)
Who Do I Report?

• Going forward, all employees should be included on the report

• What do we mean by ‘all?’
  • Current members of NYSLRS
    • Mandatory Members
    • Optional Members that have chosen to join
  • Optional employees that have not joined NYSLRS
  • Retirees that have returned to work (212, 211)
  • Employees eligible for alternative retirement benefit programs (Voluntary Defined Contribution Plan)
Who Do I Report?

• **Mandatory Members**
  - New Mandatory Members are automatically enrolled when included on the Enhanced File Format
  - Biographical and Job Data needs to be included to trigger enrollment

• **Employees eligible for alternative retirement benefit programs**
  - Business rules do not trigger enrollment until the required waiting period has passed
  - If the person opts into NYSLRS the Days and Earnings information has already been collected
Who Do I Report?

- **Optional Members**
  - NYSLRS now has the Days and Earnings information for the optional time period
  - Correspondence is sent informing them of their option to join NYSLRS the first time the employee is reported

- **Retirees that have returned to work**
  - Monitor earnings limit
  - Eliminates the need for separate Post Retirement Reporting
Enhanced File Format

• 4 Transaction Types
  • (1) Biographical Data
  • (2) Job Data
  • (3) Days & Contributions
  • (4) Earnings Details

• Required fields for Existing Employees:
  • NYSLRS ID
  • Employment Instance
  • Last 4 of Social Security Number
  • First 3 Characters of the First Name

• The file can contain regular and adjustment transactions
# Transaction 1 – Biographical Data

<table>
<thead>
<tr>
<th>UNIQUE ID INFORMATION</th>
<th>ADDRESS INFORMATION</th>
<th>OTHER DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Social Security Number</td>
<td>Name Prefix</td>
<td>Country</td>
</tr>
<tr>
<td>First Name</td>
<td>Address (Lines 1, 2, 3)</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Middle Name</td>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Name Suffix</td>
<td>Zip Code</td>
<td>Gender</td>
</tr>
</tbody>
</table>
## Transaction 2 – Job Data

<table>
<thead>
<tr>
<th>JOB STATUS</th>
<th>JOB INFORMATION</th>
<th>OTHER ENROLLMENT FACTORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>Job Code</td>
<td>Eligible for VDC</td>
</tr>
<tr>
<td>HR Transaction Type</td>
<td>Standard Work Day</td>
<td>Election Date for VDC</td>
</tr>
<tr>
<td></td>
<td>Regular / Temporary</td>
<td>Enrollment in Other System</td>
</tr>
<tr>
<td></td>
<td>Employee Class</td>
<td>Retired from Other System</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name of Other System</td>
</tr>
</tbody>
</table>
### Transaction 3 – Days & Contributions

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>DAYS</th>
<th>DEDUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll End Date</td>
<td>Days</td>
<td>Pre Tax Contributions</td>
</tr>
<tr>
<td>Number of Pay Cycles in Period</td>
<td></td>
<td>Post Tax Contributions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loan Payments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre Tax Service Credit Purchase</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post Tax Service Credit Purchase</td>
</tr>
<tr>
<td>PAY PERIOD</td>
<td>EARNINGS INFORMATION</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td>Payroll End Date</td>
<td>Earnings Code</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Earnings Amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Earnings Hours</td>
<td></td>
</tr>
</tbody>
</table>
Key Takeaways

• The Enhanced file format collects detailed data for a larger population of employees
• NYSLRS ID and Employment Instance are the identifiers for the employee and the job on the employer report
• The Biographical and Job Data Transactions automate enrollment of mandatory members
• Job Data Transactions can also be used to report job status changes
• Gold Certification must be completed prior to reporting with the Enhanced file format
• Employers can begin reporting with the Enhanced File Format as soon as May 2018
Key Benefits

• Reduces the need to request information from employers when an employee applies for retirement
• Decreases processing times for retirement and service credit purchase calculations
• Eliminates the need for a paper enrollment form to be submitted to NYSLRS for mandatory members
• Returns contribution rate when the employer report is submitted for employees that were automatically enrolled
• Allows employers to report data for each job that a person has at that organization using Employment Instance
PREPARING FOR RELEASE 2
Getting Ready for Release 2 for Employers

Pre-Training Activities
- Awareness Activities
  - State Employer Sessions
  - Local/Municipal Webinars
  - Fall Employer Workshops

We Are Here
- Self-Paced Training
  - Member Enrollment
  - Notifications

Training Activities
- Virtual Instructor-Led Training
  - Employer Reporting
    - Legacy
    - Enhanced

Post-Training Activities
- Post Go-Live Support
  - Help Desk
  - Job Aids
  - Online help
## Employer Certification

<table>
<thead>
<tr>
<th>Bronze</th>
<th>Silver</th>
<th>Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify/Provision a Security Admin and Contact Admin</td>
<td>• Attend Virtual Instructor Led Training</td>
<td>• Attend Virtual Instructor Led Training</td>
</tr>
<tr>
<td>• Request Access for Appropriate Employer Contacts</td>
<td>• Successfully submit a Legacy report to the training environment</td>
<td>• Successfully submit an Enhanced Report to the training environment</td>
</tr>
<tr>
<td>• Complete first-time login</td>
<td>• Practice enrolling a new member</td>
<td>• Practice enrolling a new member</td>
</tr>
</tbody>
</table>
Bronze Certification

- Identify/Provision Security and Contact Admins
- Request Access for Appropriate Employer Contacts
- Complete first-time login
Silver Certification (Legacy Report Format)

- Attend Virtual Instructor Led Training
- Successfully submit a Legacy report to the training environment
- Practice enrolling a new member
Gold Certification (Enhanced Report Format)

- Attend Virtual Instructor Led Training
- Successfully submit an Enhanced Report to the training environment
- Practice enrolling a new member
Employer Transition Groups

• All employers are placed into a Transition Group to prepare for Release 2
• Smaller groupings of employers with specific timelines for certification and support from Transition Coaches
• Each transition group will have a timeline to move to the Enhanced file format
• We estimate all employers will transition to the Enhanced file format by May 2020
Employer Website

www.osc.state.ny.us/retire/retirement_online/employers.php

- Project & Release 2 Functionality Information
- Transition Group Information
- Training & Certification Details
- Retirement Online Events & Presentations
- Retirement Online Help Desk form
Retirement Online Help Desk for Employers and Business Partners

1-844-619-9614

• Calls regarding the use of the new Retirement Online functionality from participating employers and business partners
• Report any issues or problems regarding the functionality of Retirement Online
• Please contact the Retirement Online Help Desk:
  • Call us at 1-844-619-9614
  • Email us at RetirementHelpDesk@osc.state.ny.us
  • Use the Online Contact Form on the NYSLRS webpage
<table>
<thead>
<tr>
<th>Timeline</th>
<th>Key Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2017</td>
<td>• Complete the employer authorization process to prepare for Release 2</td>
</tr>
<tr>
<td>September 2017 –</td>
<td>• Think about what the employer reporting changes mean for your organization</td>
</tr>
<tr>
<td>January 2018</td>
<td>• Review and understand Transition Group placement and timeline</td>
</tr>
<tr>
<td>January – April 2018</td>
<td>• Complete Bronze Certification</td>
</tr>
<tr>
<td></td>
<td>• Compete Silver or Gold Certification based on Transition Group</td>
</tr>
<tr>
<td>April 2018</td>
<td>• Submit your final report in Retirement Internet Reporting (RIR)</td>
</tr>
<tr>
<td>May 2018</td>
<td>• Begin submitting April 2018 reports in <em>Retirement Online</em></td>
</tr>
</tbody>
</table>
QUESTIONS ON RETIREMENT ONLINE FOR EMPLOYERS?