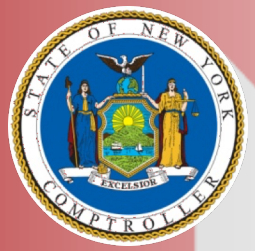
Retirement Online Gold Certification

Introduction to Enhanced Reporting



Office of the New York State Comptroller
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Agenda

In this webinar, we will discuss the following topics:

1. From Legacy to Enhanced
2. Introduction to the Enhanced Report
3. Gold Certification Timeline
4. Gold Certification Activities for Employers and Payroll Providers
5. Next Steps
6. Q&A

FROM LEGACY TO ENHANCED REPORTING

Employer Certification Levels

Understanding the Bronze, Silver, and Gold Levels

Bronze Level

- Employers established the Security and Contact Administrators (SA/CA) at their locations.

Silver Level

- Employers completed training on how to enroll new members and submit the legacy report.
- The report did not require any new information.
- When Retirement Online went live in May 2019, ALL employers started using it to submit their monthly reports.

Gold Level

- Employers will complete training on how to prepare, create, and upload the enhanced reporting file.
- They will work with NYSLRS coaches to ensure they are ready to adopt the new reporting standards and create and submit the enhanced report during a reporting training session.
- Employers will move to enhanced reporting in groups. NOT all at once.

Report Formatting Changes

From RIR/RAR to Legacy RO to Enhanced RO

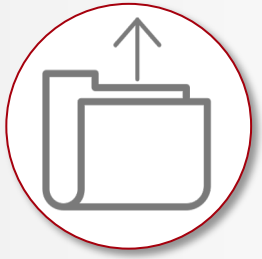
- Reports were accepted in **.txt, .prn, .csv, .rpt** and **.dat** format.
- ***Space delimited.***
- Employers could submit this without needing to resolve any errors or warnings before the system would accept it.

- Employers submitted reports in the new Retirement Online System.
- Employers were able to submit the same file as before (with headers and footers removed).
- The system now requires employers to resolve errors and warnings in the file before it will be accepted.

- The enhanced file is entirely new and requires more information about each employee.
- The system will only accept **.txt** files.
- ***Pipe delimited.***
- Errors and warnings must be resolved before submission.

How Employers Report

The difference between File Upload and Manual Reporting

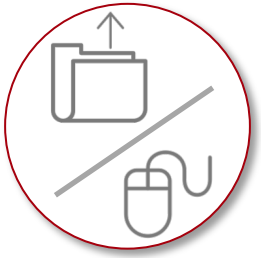


File Upload

Employers submit their reports by uploading a file to *Retirement Online*. This is especially advantageous for employers with over 50 members. **Enhanced reports will only be accepted in .txt.**

Manual Reporting

Employers create the manual report directly from the dashboard, and the system auto-populates a list of active employees so that employers do not have to manually enter each employee's NYSLRS ID and Employment Instance.



Hybrid Approach

Employers may prefer to upload a file each month with employer contributions and earnings, but will use manual reporting to enroll new members and update job data on an ad hoc basis.

Key Differences: Legacy to Enhanced

Legacy	Enhanced
Registration numbers accepted	Use of NYSLRS ID and employment instance only
Only mandatory and participating optional members are reported	All NYSLRS eligible employees must be reported (includes all retirees from reciprocal systems*)
All contributions reported in lump sum	Pre and post tax contributions reported separately
All service credit reported in lump sum	Pre and post tax service credit are reported separately

* NYSLRS, NYSTRS, NYCERS, NYCTRS, NYCPPF, NYCFDPF, NYCBERS

Key Differences: Legacy to Enhanced

Legacy	Enhanced
Adjustments reported separately	Does not require separate system to report adjustments
Adjustments reported as “should be” amounts	Adjustments are +/- corrections to previously reported data and can be negative numbers
Data Collected: • Days • Earnings • Total Contributions • Arrears and Loans	Data Collected: • Biographical Information • Job Information (salary, reg/temp, part/full time etc.) • Days & Contributions (pre-post tax amounts, loans) • Earnings Information (break out types of earnings)

Benefits of Enhanced Reporting

Real-Time Information for Employers

- Mandatory members are auto-enrolled, reducing member contribution deficiencies and interest owed.
- New member enrollment and contribution information is available in real-time.

Improved Accuracy

- Enhanced member data collection eliminates the need to obtain information for retirement from the employer.
- Retiree payments are more accurate.
- Service credit information stores within the system; no more searching old records. Service credit requests and benefit estimates are more accurate.

Faster

- Changes in contribution rates, loan payments, and service credit purchases are communicated in a more timely manner.

INTRODUCTION TO THE ENHANCED REPORT

Introduction to the Enhanced Report

In the enhanced format, there are 4 Transaction Types that can be contained in the report.

Transaction Types

1) Biographical Data
2) Job Data
3) Days and Contributions
4) Earnings Details

These key identifiers are required on ALL transactions:

- Transaction Type (1-4)
- NYSLRS ID*
- Employment Instance*
- Last four numbers of the employee's SSN
- First three characters of the employee's first name

The enhanced report may contain both regular and adjustment transactions.

* More information to follow on this item

The Enhanced File

LEGACY FILE FORMAT

- Location code at the beginning of every row and one row per employee
- Report total contributions, earnings, and service credit purchase

Example Legacy Report - Notepad

File Edit Format View Help

```
304550102018053162135108013213213CCharlie          Samantha          20.00   2200.00     77.00      0.00      0.0010001
304550102018053162135116431234167AAlpha            Brendan           20.00   1500.00     86.25      0.00      0.0010002
304550102018053162135124324211256BBravo            Francis           20.00   2500.00    143.75      0.00      0.0010003
304550102018053162135132524987124DDelta            Sally             20.00   2000.00    120.00      0.00      0.0010004
304550102018053162135140312425617EEcho             Charlie           20.00   1500.00     45.00      0.00      0.0010005
304550102018053162135157512347812FFoxtrot          Freddy            20.00   2700.00    162.00      0.00      0.0010006
304550102018053162135165412527615SSmith            June              20.00   1500.00     67.50      0.00      0.0010007
304550102018053162135173518410001AApplegate        Brandy            20.00   1500.00     86.25      0.00      0.0010008
304550102018053162135181412410002SStanley          Jonathan          20.00   1500.00     45.00      0.00      0.0010009
```

ENHANCED FILE FORMAT

- Location Code only at the top of the file and multiple possible rows per employee
- Break out pre and post tax contributions, earnings, and service credit purchase

All Four Transaction Types.txt - Notepad

File Edit Format View Help

```
40042
1|NEW|NEW|0011|Joh|123456789|Mr|John|Paul|Smith|Jr|01/20/1950|M|USA|2424 State St|Apt 3||Albany|NY|01234-5678
2|NEW|NEW|0011|Joh|12/13/2016|HIR|03600E|A|120000.00|8|160000.00|R|F|12P|Y|NYSTRS
3|NEW|NEW|0011|Joh|R|12/31/2018|2|15|500.00|450.00|0.00|200.20|150.50
4|NEW|NEW|0011|Joh|R|12/31/2016|DEF|2433.75|80.00
```

New Field: NYSLRS ID

NYSLRS ID replaces the Registration Number currently used in the legacy report.

- Since legacy reporters are continuing to use Registration Numbers, they will continue to be issued for this purpose.
- The NYSLRS ID is an 8 digit number starting with an R

  R12345678

- Employers must report their employees using the NYSLRS ID once they transition to enhanced reporting. It is available on the Member Contribution Rate Page.
- These numbers will be generated for new employees during the enrollment process.

New Field: Employment Instance

This is another key identifier assigned by NYSLRS and is used to determine which job is being reported in the enhanced report.

- Employment Instance is a sequential number based on the number of jobs an employee has held at participating employers.

ERS and PFRS instances encompass a different range of numbers.

ERS	PFRS
00 - 49	50 - 99

- The Employment Instance may start at a number higher than 0 if:
  - The person has previously held other jobs with participating employers
  - The person has more than one job that is reported to NYSLRS
    - i.e. they are currently employed with multiple employers or hold multiple jobs at the same employer
- This number is available on the Member Contribution Rate Page in Retirement Online for current employees and will be generated for new employees during the enrollment process.
- Employment Instance is relative to a change in Job Code*

* More information to follow on this item

Transaction 1 – Biographical Data

KEY IDENTIFIERS	NAME INFORMATION	ADDRESS INFORMATION	OTHER DATA
NYSLRS ID*	Name Prefix	Country	Date of Birth
Employment Instance*	First Name	Address (Lines 1, 2, 3)	Gender
Complete Social Security Number	Middle Name	City	
First 3 Characters of First Name	Last Name	State	
Last 4 Digits of SSN	Name Suffix	Zip Code	

* Will be 'NEW' since employer is not expected to have the identifier for new hires

Transaction 2 – Job Data

KEY IDENTIFIERS	JOB INFORMATION		OTHER ENROLLMENT FACTORS
NYSLRS ID*	Job Code	Pay Frequency	Retirement Indicator
Employment Instance*	Standard Work Day	Annualized Rate of Pay	Name of Other System**
ADDITIONAL IDENTIFIERS	Regular/ Temporary	Full Time/ Part Time	
First 3 Characters of First Name	Employee Class	Effective Date	
Last 4 Digits of SSN	HR Transaction Type	Annual Compensation Rate	

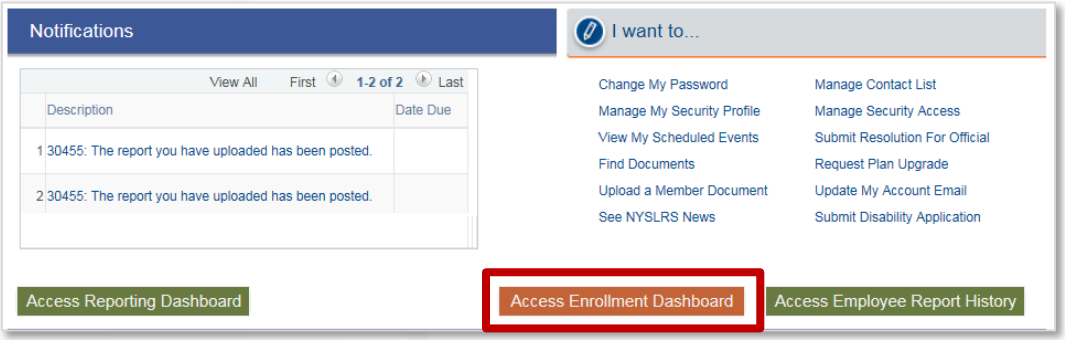
* Will be 'NEW' in an enrollment transaction since employer will not have the identifier for new hires. These values will be required for any other Job Data Transaction.

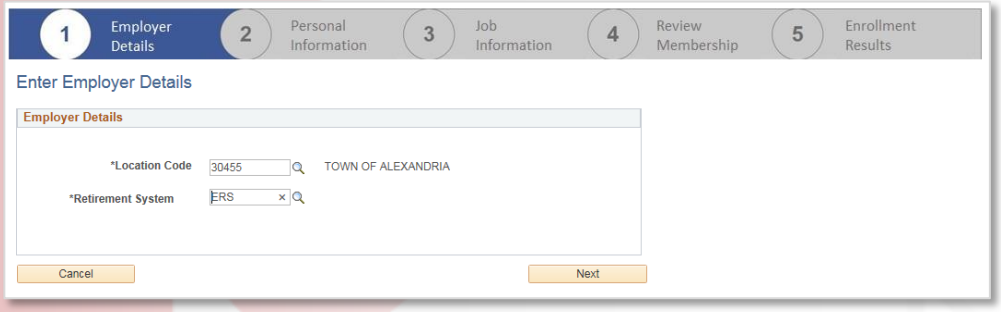
** NYSLRS, NYSTRS, NYCERS, NYCTRS, NYCPPF, NYCFDPF, NYCBERS

Manual Enrollment

The Member Enrollment Dashboard is the manual equivalent of Transaction 1 & 2 (Biographical and Job Data)

Access the Enrollment Dashboard



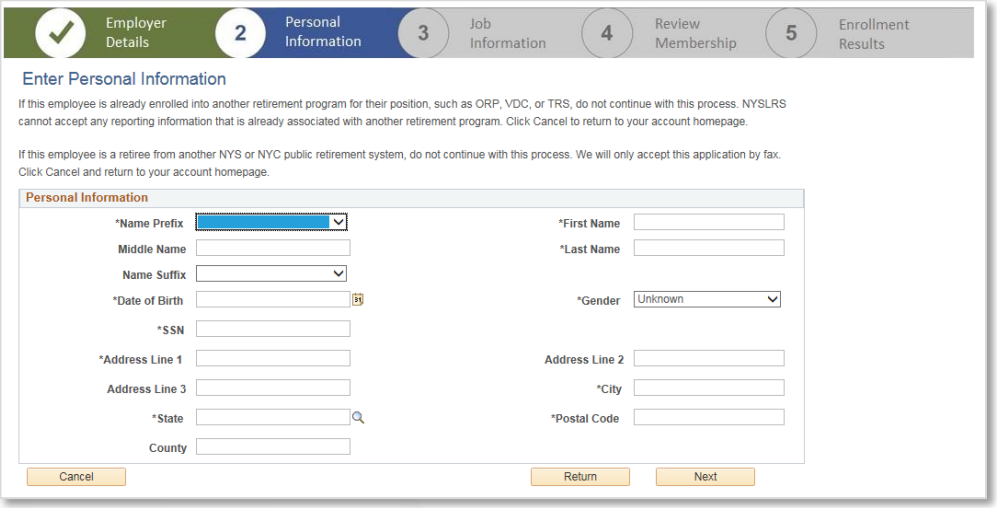


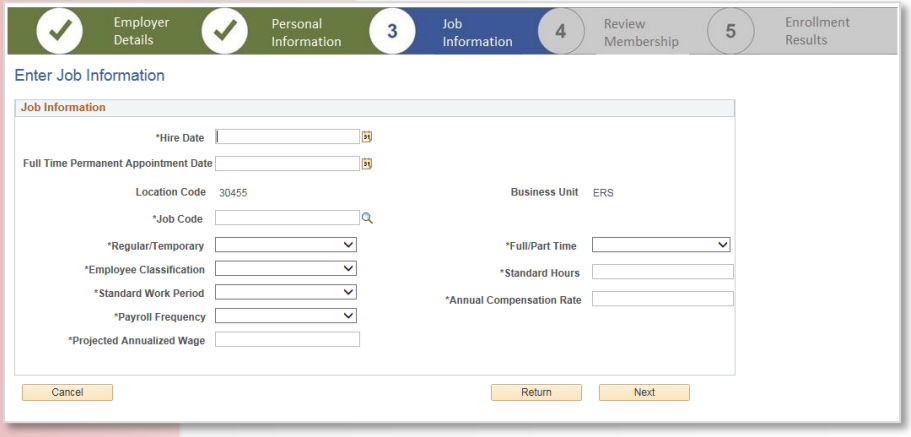
Step 1
Enter Employer Details

Manual Enrollment

The Member Enrollment Dashboard is the manual equivalent of Transaction 1 & 2 (Biographical and Job Data)

Step 2
Enter Personal Information





Step 3
Enter Job Information

Manual Enrollment

The Member Enrollment Dashboard is the manual equivalent of Transaction 1 & 2 (Biographical and Job Data)

Step 4
Review Membership Details

Employer Details | Personal Information | Job Information | 4 Review Membership | 5 Enrollment Results

Review Membership Details

Personal Information

Name Prefix	Mrs	First Name	Francis
Middle Name		Last Name	Kindle
Name Suffix		Gender	Female
Date of Birth	07/31/1993		
SSN	325-69-4123		
Address Line 1	41 STATE ST	Address Line 2	
Address Line 3		City	ALBANY
State	NY New York	Postal Code	12207-2843
County			

Job Information

Hire Date	07/18/2019		
Full Time Permanent Appointment Date	07/18/2019		
Location Code	30455 TOWN OF ALEXANDRIA	Business Unit	ERS
Job Code	03600E General Employee		
Regular/Temporary	Regular	Full/Part Time	Full-Time
Employee Classification	12 Month	Standard Hours	7.00
Standard Work Period	Daily		
Payroll Frequency	Biweekly	Annual Compensation Rate	65000.00
Projected Annualized Wage	65000.00		

Cancel | Edit | Submit

Employer Details | Personal Information | Job Information | Review Membership | 5 Enrollment Results

Enrollment Results

Enrollment Confirmation

You have successfully submitted this employee's information. His or her NYSLRS Membership information is :

NYSLRS ID:	R12782823
Empl Record:	0
Member Registration Number:	62135264
Contribution Rate is:	4.50
Tier:	6

Close | Return to Enrollment Dashboard

Step 5
View Enrollment Results

Example: 2 Jobs

Employers report two jobs *separately* if the two jobs:

- Have **different job titles**
- Make the employee eligible for two **different benefit plans**

JOB 1

- **Location Code:** 00100
- **NYSLRS ID:** R12345678
- **Employment Instance:** 0
- **Job Title:** Detective Investigator
- **Eligible Benefit Plan:** 603OR
- **Annualized Rate of Pay:** $75,000
- **Standard Work Day:** 8hrs/day

JOB 2

- **Location Code:** 00100
- **NYSLRS ID:** R12345678
- **Employment Instance:** 1
- **Job Title:** Bus Driver
- **Eligible Benefit Plan:** A15
- **Annualized Rate of Pay:** $45,000
- **Standard Work Day:** 8hrs/day

Example: 1 Job

Employers can report these two jobs *as one job*

- **Different job titles**
- **Same eligible benefit plans**

*Note: even with different rates of pay, this is reported as 1 job

JOB 1

- **Location Code:** 00100
- **NYSLRS ID:** R12345678
- **Employment Instance:** 0
- **Job Title:** Aide
- **Eligible Benefit Plan:** A15
- **Annualized Rate of Pay:** $50,000
- **Standard Work Day:** 8hrs/day

JOB 2

- **Location Code:** 00100
- **NYSLRS ID**: R12345678
- **Employment Instance:** 0
- **Job Title:** Secretary
- **Eligible Benefit Plan:** A15
- **Annualized Rate of Pay:** $55,000
- **Standard Work Day:** 8hrs/day

Enrollment Only Report

Transactions 1 & 2

- While the enhanced report uses four transaction types, an enrollment only report uses only two of the four transaction types:

Enhanced Report	Enrollment Only Report
1) Biographical Data	1) Biographical Data
2) Job Data	2) Job Data
3) Days and Contributions	
4) Earnings Details	

- We recommend that employers execute the enrollment report separately, as it is simpler to receive the NYSLRS ID before conducting transactions 3 and 4.

Example of an Enrollment Only Report

An Enrollment Only report contains only Biographical Data and Job Data for new employees. (Transaction 1&2)

Enrollment Only Report - Notepad

File Edit Format View Help

```
40042
1|NEW|NEW|6789|Joh|123456789|Mr|John|Paul|Smith|Jr|01/20/1950|M|USA|2424 State St|Apt 3||Albany|NY|01234-5678
2|NEW|NEW|6789|Joh|12/13/2016|HIR|03600E|A|120000.00|8|160000.00|R|F|12P|Y|NYSTRS
1|NEW|NEW|3456|Kat|789123456|Ms|Katlyn|Rene|Leeds||06/17/1973|F|USA|234 Elm St|||Troy|NY|01234-5678
2|NEW|NEW|3456|Kat|12/13/2016|HIR|03600E|A|120000.00|8|160000.00|R|F|12|N|
1|NEW|NEW|1234|Reb|567891234|Dr|Rebecca|Claire|Grey||08/29/1982|F|USA|3456 Grace St|Apt 4B||Albany|NY|01234-5678
2|NEW|NEW|1234|Reb|12/13/2016|HIR|03600E|A|120000.00|8|120000.00|P|F|12|N|
```

Windows (CRLF) Ln 1, Col 1 100%

- The NYSLRS ID and Employment instance are both “NEW’
- After the Enrollment Report is submitted, the New Hire Summary Page will immediately give the employer these new identifiers for everyone on the report.

Mandatory Membership

Employee Classification is a required field that describes the employee's status regarding time

- **Full Time** employees work the entire standard work day. If they do not match this description, they are **Part Time**.
- **Regular** employees are in positions that have no projected end date, regardless of any probationary status. If they do not match this description, they are **Temporary**.
  - An employee can be a 12 month employee but be classified as temporary if their role has a projected end date.
- **Employee Class** describes the employees time obligation at the job
  - **12** 12 Month
  - **12P** 12 Month Provisional
  - **10** 10 Month
  - **S** Seasonal
  - **OC** On Call
  - **SB** Substitute
  - **PD** Per Diem

Requirements for Mandatory Enrollment:

- **Full-time, Regular, 12 Month** positions, earning at least current state minimum wage. ($22,200 annually)
- All police officers
- All paid firefighters

Job Data Changes

The HR Transaction Code provides the ability to report a significant change to job data, leaves of absence, return from leave, or termination.

- Changes to an employee's job status can impact service crediting and benefit calculations for employees, as well as required loan payment deductions
- When an employee has a job status change, employers are required to include this information on the Enhanced Report to be stored for the employee
- Accepted HR Transaction Codes are:
  - **HIR** Hire
  - **REH** Rehire
  - **DTA** Data Change
  - **LOA** Leave of Absence
  - **MED** Medical Leave of Absence
  - **MIL** Military Leave
  - **RFL** Return from Leave (any)
  - **TER** Termination

Example: Job Data Change

Employers can use the Job Data Transaction (Transaction 2) to report changes to an employee's job status. In this case, since the employee already works at that location, you do not need to submit biographical information (Transaction 1).

- The **DTA** (data change) HR Transaction Code is used to indicate that job information is being updated.

- In some cases, NYSLRS needs to be informed when an employee's job data changes. For Example:
  - New Job Code that makes an employee eligible for a special plan
  - Change in standard work day
  - Change in reg/temp status
  - Change in employee class

- In other cases, a job data change may not be significant enough to warrant reporting it to NYSLRS. For example, do **NOT** report:
  - New Job Code that does not put the employee in a different plan
  - Changes to compensation rate

Transaction 3 – Days & Contributions

KEY IDENTIFIERS	PAY PERIOD	DAYS	DEDUCTIONS
NYSLRS ID	Payroll End Date	Reported Days	Reported Pre Tax Contributions
Employment Instance	Number of Pay Cycles in Period		Reported Post Tax Contributions
ADDITIONAL IDENTIFIERS	*Regular or Adjustment Ind.		Reported Loan Payments
First 3 Characters of First Name			Reported Pre Tax Service Credit Purchase
Last 4 Digits of SSN	*Adjustments are ONLY changes to previously reported data. Report the value to be adjusted, not the “should be” value		Reported Post Tax Service Credit Purchase

Transaction 3 – Days & Contributions

Details: One Transaction 3 per Employment Instance

- Transaction 3 is required for all employees where:
  - Days were worked for the Payroll Period
  - Contributions were deducted for the Payroll Period
  - A Loan Payment was deducted for the Payroll Period
  - Service Credit Purchase Payments were deducted for the Payroll Period
  - Days and Contributions are stored for the NYSLRS ID and Employment Instance
- Employers should report actual days worked
- Loan and Service Credit Purchase Payments are applied to the appropriate accounts
  - Only the monies actually owed will be accepted
- "Number of Cycles in the Pay Period" refers to number of periods in the pay cycle, NOT how many pay periods the employee worked that month.
  - Semi-monthly = 2 pay cycles per pay period.
  - Bi-weekly = 2 or 3 pay cycles per pay period depending on the month

Transaction 4 – Earnings Details

KEY IDENTIFIERS	PAY PERIOD	EARNINGS INFORMATION
NYSLRS ID	Payroll End Date	Reported Earnings Code
Employment Instance*	*Regular or Adjustment Ind.	Reported Earnings Amount
ADDITIONAL IDENTIFIERS		Reported Earnings Hours
First 3 Characters of First Name		
Last 4 Digits of SSN		

Earnings Codes

Earnings Codes are the line item breakdown of different components of pay such as overtime, uniform allowance, or Holiday payment. Earnings Codes help NYSLRS determine what portion of an employee's income are pensionable.

- The required contribution rate should be applied to the total pensionable earnings
- Employers may currently have more/different earnings codes than NYSLRS' 16 codes. For this reason, employers will be required to map their codes to NYSLRS' codes to ensure earnings are reported correctly in Retirement Online. A document is available on the OSC website as a reference.
- Earnings codes can be reported in two ways:
  - Using the Enhanced File Format
  - Manually by entering the code in the View/Edit page of the Enhanced Report.

Transaction 4 – Earnings Details

Transaction 4 is required for all employees who had earnings for the payroll period.

- Earnings are stored for the NYSLRS ID and Employment Instance
- Multiple earnings types can be reported with separate rows (amounts) and separate associated earnings codes
- ALL earnings (pensionable and non-pensionable) should be mapped to earnings codes and reported to NYSLRS (list of acceptable earnings codes will be provided to employers).
- Overtime hours for full-time employees should not be used to determined number of days worked.
- For the first year, employers will be responsible for monitoring overtime limits for employees.
  - Report all overtime above the cap as Misc. Non Pensionable (MNP)
  - After the first year, NYSLRS will monitor the overtime cap for employers.

Example: Multiple Earnings Transactions

All Earnings must now be reported to NYSLRS. Employees can have multiple earnings transactions (Transaction 4) per employment instance. Every pay type requires its own transaction.

Payroll End Date	Reg/Adj Indicator	Earnings Code	Earnings Amount	Earnings Hours	Explanation
05/31/2019	R	REG	3000	152	Employee worked 152 hours at their regular pay rate: With an 8 hour standard work day paid bi-weekly, they are credited as working 19 days in the month.
05/31/2019	R	HOL	224	8	Employee worked on a holiday: These 8 hours count toward their service and bring their total days worked in the month to 20 days.
05/31/2019	R	OVT	560	20	Employee also worked 20 hours of overtime: This should NOT be credited as an additional 2.5 days of service time.
05/31/2019	R	MNP	152	0	Employee also received 4 days of meal allowance this month at a rate of $38 a day. This amount is non-pensionable and is reported to NYSLRS without any associated hours.

Example of a Regular Report

This is what a regular report may look like in Enhanced

Multiple Transactions - 08.31.2018.txt - Notepad

File Edit Format View Help

```
10028
1|NEW|NEW|6789|Jam|123456789|Mr|James||Ford|Sr|08/01/1910|M|USA|41 State St|Albany|NY|12207
2|NEW|NEW|6789|Jam|07/01/2018|HIR|04200E|W|40000|6|40000|R|F|12|N
3|R10126613|50|6789|Tim|R|08/31/2018|2|20|100|0|0|0|0
4|R10126613|50|6789|Tim|R|08/31/2018|REG|3000|160
4|R10126613|50|6789|Tim|R|08/31/2018|OVT|1500|20
3|R10127756|0|6789|Sha|R|08/31/2018|2|20|90|0|0|100|100
4|R10127756|0|6789|Sha|R|08/31/2018|REG|1050|56
4|R10127756|0|6789|Sha|R|08/31/2018|RIM|1950|104
3|R10124007|0|6789|Reb|R|08/31/2018|2|20|75|0|45.50|0|0
4|R10124007|0|6789|Reb|R|08/31/2018|REG|2500|160
3|R10127807|0|6789|Dav|R|08/31/2018|2|20|45.50|45.50|95|0|0
4|R10127807|0|6789|Dav|R|08/31/2018|REG|1000|80
4|R10127807|0|6789|Dav|R|08/31/2018|LSV|1000|80
3|R10124618|0|6789|Pau|A|06/30/2018|2|-1|105|0|82.50|0|0
4|R10124618|0|6789|Pau|A|06/30/2018|REG|-175|-8
```

Example of a Regular Report

This is what a regular report may look like in Enhanced

Location Code at top of file

Multiple Transactions - 08.31.2018.txt - Notepad

File Edit Format View Help

```
10028
1|NEW|NEW|6789|Jam|123456789|Mr|James||Ford|Sr|08/01/1910|M|USA|41 State St|Albany|NY|12207
2|NEW|NEW|6789|Jam|07/01/2018|HIR|04200E|W|40000|6|40000|R|F|12|N
3|R10126613|50|6789|Tim|R|08/31/2018|2|20|100|0|0|0|0
4|R10126613|50|6789|Tim|R|08/31/2018|REG|3000|160
4|R10126613|50|6789|Tim|R|08/31/2018|OVT|1500|20
3|R10127756|0|6789|Sha|R|08/31/2018|2|20|90|0|0|100|100
4|R10127756|0|6789|Sha|R|08/31/2018|REG|1050|56
4|R10127756|0|6789|Sha|R|08/31/2018|RIM|1950|104
3|R10124007|0|6789|Reb|R|08/31/2018|2|20|75|0|45.50|0|0
4|R10124007|0|6789|Reb|R|08/31/2018|REG|2500|160
3|R10127807|0|6789|Dav|R|08/31/2018|2|20|45.50|45.50|95|0|0
4|R10127807|0|6789|Dav|R|08/31/2018|REG|1000|80
4|R10127807|0|6789|Dav|R|08/31/2018|LSV|1000|80
3|R10124618|0|6789|Pau|A|06/30/2018|2|-1|105|0|82.50|0|0
4|R10124618|0|6789|Pau|A|06/30/2018|REG|-175|-8
```

All 4 Transactions

Multiple Earnings Transactions (T4) with a single Days and Contributions Transaction (T3)

Regular and Adjustment Transactions

Manual Reporting

This page is the manual equivalent of Transaction 2, 3 & 4

NYSLRS ID	R12885754	Name:	Kersten Shea	Report Date:	12/31/2018	Location:	20009
Employment Instance	2	SSN:	*****6789	Report ID:	2018122000913	Service Type:	General

Validate | Save | Cancel

Errors and Warnings — Find | View All | 1-2 of 2

Employee Summary — First 1 of 1 Last

Payroll End Date	07/31/2018	Regular/Adjustment Indicator	Regular	Loan Payment	$0.00
Total Earnings	$500.00	Total Days	20.00	Pay Cycles in Period	4
Pre Tax Contributions	$30.00	Pre Tax Service Credit Payments	$0.00		
Post Tax Contributions	$0.00	Post Tax Service Credit Payments	$0.00		

Earnings Details - Required for Reported Earnings — View All | First 1 of 1 Last

Earnings Code		Earnings Hours	Earnings Amount
REG	Regular Earnings	10.00	$500.00

Job Data — First 1 of 1 Last

Transaction Date		HR Transaction Type	
Job Code		Standard Work Day	0.00
Pay Frequency		Regular / Temporary	
Annualized Rate of Pay	$0.00	Employee Class	
Full Time/Part Time		Retired in Retirement System	
Retirement Indicator		Annual Compensation Rate	$0.00

GOLD CERTIFICATION TIMELINE

Transition Groups

- 10 Transition Groups
  - 3 months ‘transition support’
  - 3 months ‘hyper-care’
- What will impact your transition group?
  - When your payroll provider/in-house IT is ready to go
  - Special considerations (i.e. Start of the school year, transitioning staff)
  - Employer Preference

Example Timeline:

Oct. – Dec. 2019	Jan. – Mar. 2020	Ongoing
Transition Support	**Hypercare**	**Steady State Support**

*This cycle will repeat until the transition groups have all been closed out and transitioned to the Enhanced format. (March 2022)

GOLD CERTIFICATION ACTIVITIES FOR EMPLOYERS AND PAYROLL PROVIDERS

Key Activities: 8 Step Process

- Employers will complete a series of activities before they can begin using enhanced reporting.
- Specific requirements will vary based on intended method of use (Manual vs File Upload vs Hybrid)

Assignment to Transition Group

- Attend 'Ask Me Anything' Info Session (AMA)
- Complete a Transition Survey
- Review with Transition Coach
- Group Assignment

Training

- Complete relevant online training based on intended method of use

File Build (if applicable)

- File Uploaders will work with Payroll provider/in-house IT to build the new file

Data Alignment

- Employers will map their data to ensure alignment to NYSLRS standards and mitigate data issues
  - Job Codes
  - HR Transactions
  - Earnings Codes
  - Member Data

Operational Prep (Training)

- Employers will load NYSLRS identifying data into their payroll system
- Employers will create NYSLRS records for all new and optional employees

Business Scenario Validation

- Employers demonstrate ability to perform 4 transaction types
- Identify and resolve software level errors

Operational Prep (Prod)

- Employers will load NYSLRS identifying data into their payroll system
- Employers will create NYSLRS records for all new and optional employees

Enhanced Report Submission

- When ready, employer's system switched to enhanced
- Submit first enhanced report

Step 1: Assignment to Transition Group

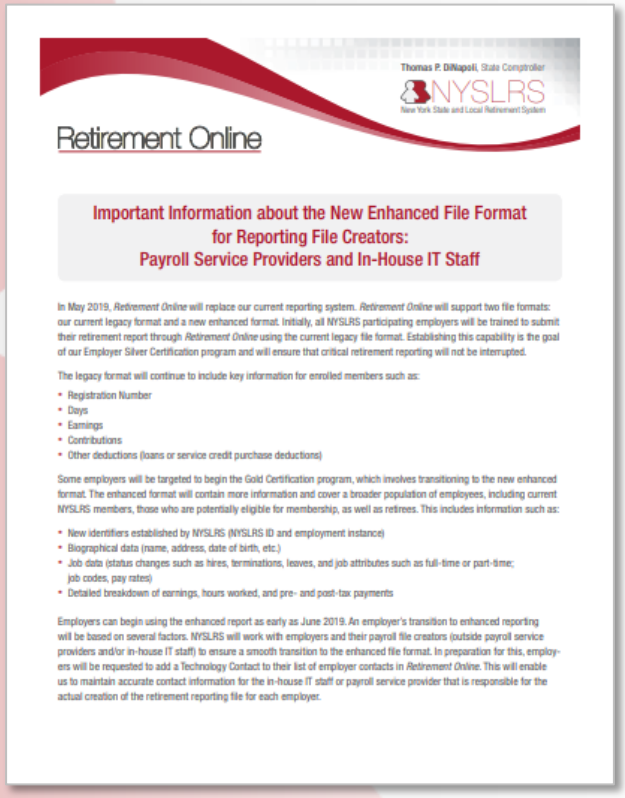
- After this session, participants will be sent a Transition Survey asking about the location's reporting method, payroll provider (if applicable), and transition group preferences.
  - NYSLRS is also communicating with Payroll Providers to understand which employers they serve and when they expect the new file to be ready. Employers cannot be in a transition group that is scheduled before their file is projected to be ready.
- Transition Coaches review survey answers and conduct a consultation call with the employer. The result of this call is the employers customized transition plan and assignment to a Transition Group.

Step 2: Training

Employers will be required to complete the trainings that are relevant to their method of reporting. These will be assigned during their consultation call.

- Enhanced Reporting Fundamentals: Manual Reporting
- Enhanced Reporting File Upload: Transactions 1 & 2
- Enhanced Reporting File Upload: Transactions 3 & 4
- Enhanced Reporting File Upload: View & Edit
- Enhanced Reporting File Upload: Adjustments
- Enhanced Reporting Errors and Warnings

Step 3: File Build



Thomas P. DiNapoli, State Comptroller

NYSLRS

New York State and Local Retirement System

Retirement Online

Important Information about the New Enhanced File Format for Reporting File Creators: Payroll Service Providers and In-House IT Staff

In May 2019, *Retirement Online* will replace our current reporting system. *Retirement Online* will support two file formats: our current legacy format and a new enhanced format. Initially, all NYSLRS participating employers will be trained to submit their retirement report through *Retirement Online* using the current legacy file format. Establishing this capability is the goal of our Employer Silver Certification program and will ensure that critical retirement reporting will not be interrupted.

The legacy format will continue to include key information for enrolled members such as:

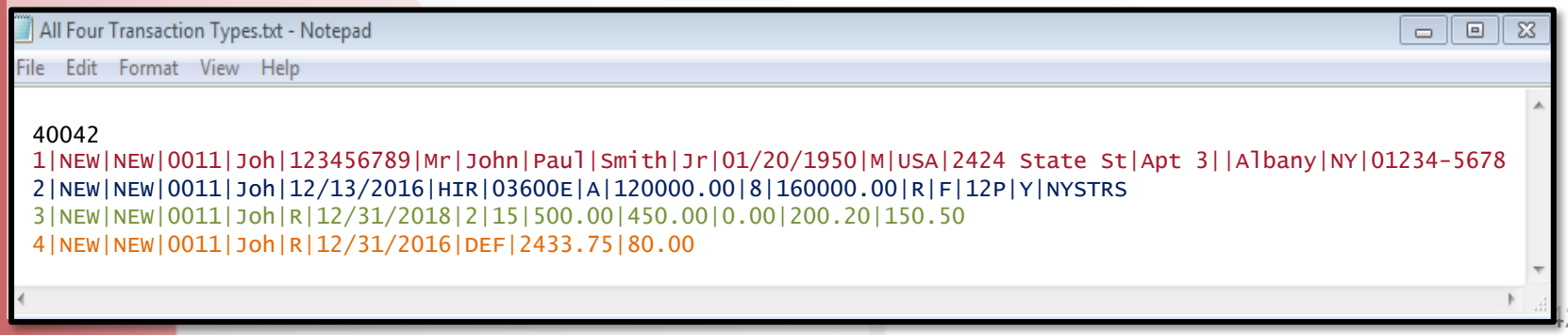
- Registration Number
- Days
- Earnings
- Contributions
- Other deductions (loans or service credit purchase deductions)

Some employers will be targeted to begin the Gold Certification program, which involves transitioning to the new enhanced format. The enhanced format will contain more information and cover a broader population of employees, including current NYSLRS members, those who are potentially eligible for membership, as well as retirees. This includes information such as:

- New identifiers established by NYSLRS (NYSLRS ID and employment instance)
- Biographical data (name, address, date of birth, etc.)
- Job data (status changes such as hires, terminations, leaves, and job attributes such as full-time or part-time; job codes, pay rates)
- Detailed breakdown of earnings, hours worked, and pre- and post-tax payments

Employers can begin using the enhanced report as early as June 2019. An employer's transition to enhanced reporting will be based on several factors. NYSLRS will work with employers and their payroll file creators (outside payroll service providers and/or in-house IT staff) to ensure a smooth transition to the enhanced file format. In preparation for this, employers will be requested to add a Technology Contact to their list of employer contacts in *Retirement Online*. This will enable us to maintain accurate contact information for the in-house IT staff or payroll service provider that is responsible for the actual creation of the retirement reporting file for each employer.

- This step does not apply to manual reporters.
- NYSLRS Transition Coaches will communicate with the employer and their payroll provider or in-house IT as they build the new file.
- This document will assist technical teams as they create the new enhanced file for the employers they serve.



All Four Transaction Types.txt - Notepad

File Edit Format View Help

```
40042
1|NEW|NEW|0011|Joh|123456789|Mr|John|Paul|Smith|Jr|01/20/1950|M|USA|2424 State St|Apt 3||Albany|NY|01234-5678
2|NEW|NEW|0011|Joh|12/13/2016|HIR|03600E|A|120000.00|8|160000.00|R|F|12P|Y|NYSTRS
3|NEW|NEW|0011|Joh|R|12/31/2018|2|15|500.00|450.00|0.00|200.20|150.50
4|NEW|NEW|0011|Joh|R|12/31/2016|DEF|2433.75|80.00
```

Step 4: Data Alignment

Employers will map the data in their payroll systems to match NYSLRS defined standard values for specific data fields. This will facilitate more accurate reporting across all NYSLRS employers.

- NYSLRS has defined standard values for:
  - **Job Codes:** Provided at the time of enrollment
  - **Earnings Codes:** Reported on the Enhanced File
  - **HR Transactions:** Reported on the Enhanced File when an employee has a job status change
- It is of critical importance that these values are correctly mapped as they provide the detailed information needed for accurate, timely enrollment and benefit calculations.

Data Alignment: Job Codes

An employer may have any number of job codes, however, NYSLRS will only accept 66 specific job codes. Employers must ensure they have mapped their job codes to match with their NYSLRS equivalents

View the Job Code Tool here.

- Job codes are used to determine what benefit plan an employee qualifies for during enrollment and are specific to either ERS or PFRS
  - (i.e. A sheriff may be enrolled into a plan specific to sheriffs while a secretary may be enrolled in a general plan)
- In Retirement Online, Job Codes are entered on the Enroll a Member page. The user can click on the magnifying glass to see all of the options.

Data Alignment: Earnings Codes

Employers may currently have more/different earnings codes than NYSLRS. For this reason, employers are required to map their codes to NYSLRS codes to ensure earnings are reported correctly.

View the Earnings Codes Guide here.

- Earnings codes are the line item breakdown of the different components of pay
  - i.e. Overtime, retroactive pay, uniform allowance, etc.
- Earnings codes help NYSLRS determine what portion of an employee's income is pensionable.
- **ALL earnings are now reported to NYSLRS.**
- The required contribution rate should be applied to the total pensionable earnings.
- Earnings codes can be reported:
  - Using the Enhanced File Format
  - Manually by entering the code in the View/Edit page of the Enhanced Report.

Data Alignment: HR Transactions

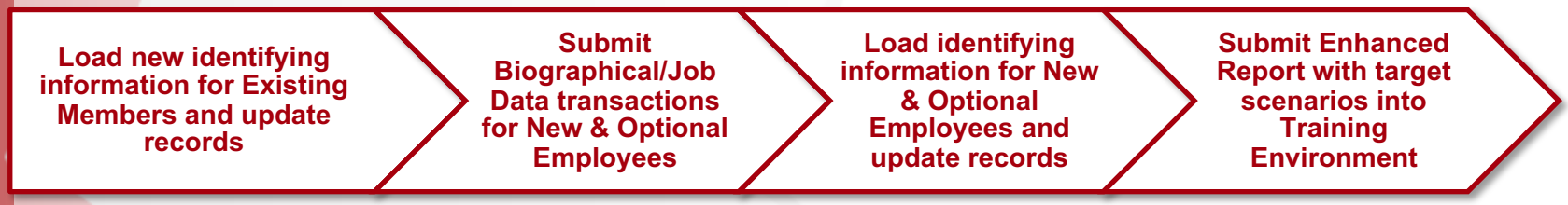
Changes to certain employee attributes can impact service credit and benefit calculations for employees. Currently, NYSLRS is not always aware if an employee's status changes.

- Moving forward, NYSLRS will track various leaves of absences and returns from leaves through HR Transactions.

- *File Uploaders:* Employers will be able to include this information in Job Data Transactions on Enhanced file format (or in a separate manual transaction, if desired)
- *Manual Reporters:* HR Transaction Types can be entered in the View/Edit page of the Enhanced Report. The user can either type them in or click on the magnifying glass to see all of the options.

Step 5: Operational Preparation

During Gold Certification, you will need to operationally prepare the TRAINING ENVIRONMENT in your payroll system.



- You will load new identifiers (NYSLRS ID and Employment Instance) for each existing member into your system's **training environment**.
  - These currently are available on the ***Member Contributions Page***.
- You will enroll new and optional members into the Retirement Online **training environment** and use the ***New Hire Summary*** to update employee records in your **training environment**.

Please Note: This process may not apply to all employers.

Step 6: Business Scenario Validation

File Data Validation and Reporting Practice

- You will submit practice reports to the Retirement Online training environment to validate that your payroll systems are generating correct information in online sessions with Transition Coaches and payroll providers/in-house IT departments (if applicable).
- These sessions will also serve to ensure that you are comfortable reporting common business scenarios.
- The required steps will vary from employer to employer, based on how the system is used (file upload, manual, or hybrid) and the commonly used business scenarios.
- Transition Coaches will utilize WebEx to facilitate these sessions.

Step 7: Operational Go-Live Preparation

After Data Validation, you will need to operationally prepare the PRODUCTION ENVIRONMENT in your payroll system.

- You will load new identifiers (NYSLRS ID and Employment Instance) for each existing member into your system's **production environment**.
  - These currently are available on the ***Member Contributions Page*.**
- You will enroll new and optional members into the Retirement Online **production environment** and use the ***New Hire Summary*** to update employee records in your **production environment**.
- Working in Production Environment ensures real-time employee data is in sync with NYSLRS data.

Please Note: This process may not apply to all employers

Step 8: Enhanced Report Submission

After business scenario validation in the training environment, NYSLRS will change your system configuration to the new Enhanced Reporting. You will be Gold certified and ready to report in the enhanced format!

Gold Certified

- Your Transition Coach will support you throughout this process.
- Following the Transition to Enhanced Reporting, you will have 3 months of hypercare support
- During Transition and Hypercare, you will have:
  - Dedicated email inbox
  - Dedicated phone line for all your questions
- At the end of your hypercare period, you will transition back to Retirement Online Help Desk for general support.

NEXT STEPS

Next Steps

- Take the Survey
- Consultation Call
- Transition Group Assignment
- Customized Plan

Support Resources

Contact the Retirement Online Helpdesk

- Phone: 1-844-619-9614
- Email: RetirementHelpDesk@osc.ny.gov
- Visit our Website

Q&A