Retirement Online

EMPLOYER
GET READY GUIDE

NYSLRS
New York State and Local Retirement System

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Introduction

This **Employer Get Ready Guide** will prepare benefits and payroll staff of New York State and Local Retirement System (NYSLRS) employers for employer reporting and member enrollment through *Retirement Online*. Through *Retirement Online*, employers can submit employer reports, view real-time messages, and correct reporting data. Employers will also have access to enroll a member online, view contribution rate information, submit resolutions, request plan upgrades, and view notifications and documents.

SECTION 2: Who Should Read This Document

This document is for employers who are responsible for their employees' transactions, including employer reporting and member enrollment. This guide is for the following types of employers:

- **Non-State (Local) Employers:** Organizations that report directly to NYSLRS through their own payroll system.
- **Self-Reporting State Agencies:** State Agencies that report directly to NYSLRS and are not reported by the OSC Bureau of State Payroll Services.

SECTION 3: Purpose of This Document

This document informs employers of the changes in NYSLRS' employer reporting and enrollment processes, and details the new steps that need to be taken to navigate in the system. It is important for employers to understand the current and future systems to prepare for the transition process. There are several enhancements in the new processes including:

- Regular and adjustment reporting through *Retirement Online*
- Automated enrollment
- Real-time error and warning messages

Employers will learn more about the changes, benefits, and certification process to support a successful transition to using *Retirement Online*.

SECTION 4: The Preliminary Steps

All employers are required to report through *Retirement Online* beginning in May 2019 using the Legacy reporting format. The ‘Legacy’ format refers to the employer reporting file format that employers report with today through Retirement Internet Reporting (RIR) and Retirement Adjustment Reporting (RAR). In addition to the Legacy format, there will also be an ‘Enhanced’ format available to employers in the months following the May 2019 release. Both the Legacy and Enhanced formats can be reported through *Retirement Online*.

4.1: The Preliminary Steps

Here’s how to choose the appropriate people in your organization to involve during the transition to *Retirement Online*. While you may have already completed some or all steps, it is important to keep the following in mind to assign the correct point of contact for efficient communication.

1. Get the right people involved

Information should be shared with IT, finance, and HR Staff. The new system will affect multiple departments and will require the proper coordination.

2. Know your point of contacts

In preparation for *Retirement Online*, it will be important for NYSLRS to know of individuals at your organization that will be interacting with NYSLRS in the future. Employers will be requested to add these individuals as contacts in *Retirement Online*, with specified security roles if they will require access to the system. Employers will also need to provide a new point of contact within their list of employer contacts in *Retirement Online* called the **Reporting Technology Contact**. This contact is the individual or organization that is responsible for the actual creation of your retirement reporting file. This might be a payroll clerk, in-house IT staff or a payroll service provider.

3. Notify your payroll provider

If you use an outside payroll or software provider to prepare your employer reports, please notify them of the transition as soon as possible. As employers begin to transition to the Enhanced reporting format during Gold Certification, communicating with your payroll provider will be critical. Each employer will be assigned a transition group to provide support and specific timelines for Gold Certification. Information on what transition group you are assigned to and recommended deadlines for moving to the Enhanced format will be posted later this year to the NYSLRS website at **www.osc.state.ny.us/retire/retirement_online/employers.php**.

4.2: Important Dates

- **April 2019:** Retirement Internet Reporting (RIR) and Retirement Adjustment Reporting (RAR) will be decommissioned
- **May 2019:** Submit April 2019 employer reports in *Retirement Online*

SECTION 5: File Formats

Employer reporting through *Retirement Online* supports two file formats:

- Legacy (current) format
- Enhanced format (to be available in the months following the 2019 release)

5.1: Legacy Format

The fields within the Legacy format will remain the same. Key improvements for employers reporting with the Legacy format include:

- Submit regular and adjustment reports through *Retirement Online*
- View real-time error and warnings messages, and make corrections to reported data prior to final submission
- Delete reports prior to submission
- View historical reporting data through *Retirement Online,* including any improper withholdings, such as a loan overpayment

5.2: Enhanced Format

All employers will be required to transition to the Enhanced format for reporting. The Enhanced format includes additional data fields for a larger population of employees. This provides several benefits for employers, including automated enrollment of mandatory members, a reduction in requests to employers for earnings, and other information when an employee applies for retirement. There are several key changes to be aware of when transitioning to the Enhanced format:

- The Enhanced format collects several new data fields including days and hours, earnings breakdown by earnings codes, pre-tax and post-tax contributions, and pre-tax and post-tax service credit payments.
- Employers should include all eligible employees on the reporting file including optional members that have not yet joined NYSLRS, retirees that have returned to work, and employees that are eligible for other retirement programs such as the Voluntary Defined Contribution (VDC) plan.
- The Enhanced format contains two new transaction types:
  - Biographical data
  - Job data
- Employers can report biographical and job data for new employees and any mandatory members will be automatically enrolled through the employer report.
- Employers can report job status changes through the job data transaction including leave of absence and return from leave.

The additional data collected through the Enhanced format reduces timing issues for enrollment, provides data to support service credit purchase calculations for optional members, and decreases employer information requests.

Training and certification will be provided to employers to help you prepare for completing transactions in *Retirement Online* beginning in May 2019 and the transition to the Enhanced format at a later time, designated by your transition group. NYSLRS will work with you and your reporting file creators (outside payroll service providers or in-house IT staff) to ensure a smooth transition to the Enhanced format. Please refer your file creators to our resource on the Enhanced file format, available on our website at **www.osc.state.ny.us/retire/retirement_online/word_and_pdf_documents/ro-payroll-providers.pdf**.

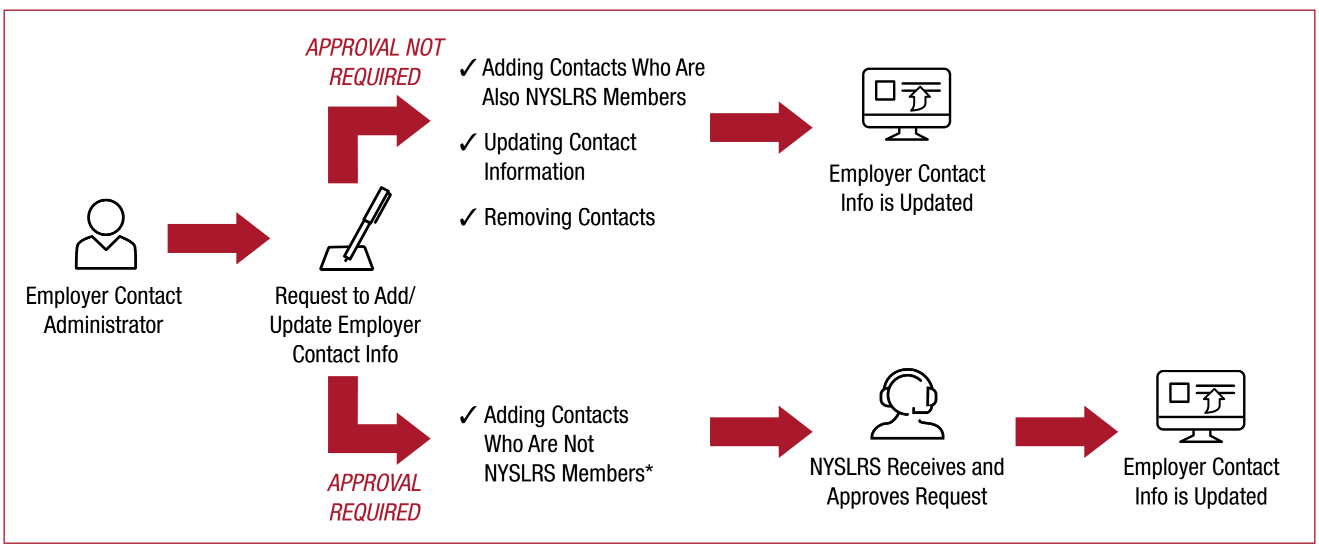
SECTION 6: Employer Security in *Retirement Online*

Beginning in Release 2, employer transactions will be completed in *Retirement Online*. Specific people within your organization will need security access to complete different types of transactions, such as initiating and submitting an employer report or completing the enrollment process for a new member. The Release 2 security roles will be assigned by your organization's Security Administrator. There are important steps to take now to establish Security and Contact Administrators in preparation for Release 2 in May 2019.

6.1: Release 1 Roles & Responsibilities

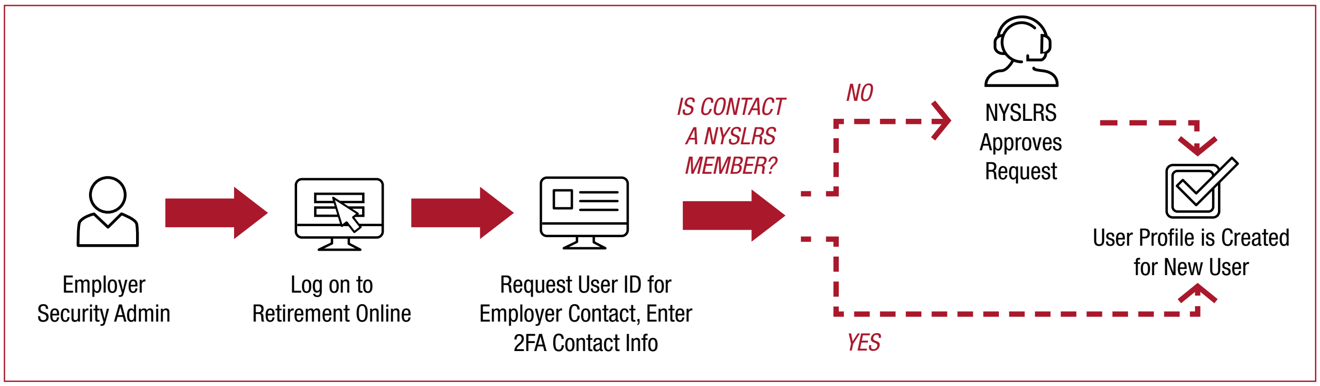
Authorization forms have been mailed to each employer to designate a Contact Administrator and Security Administrator to be established in *Retirement Online*. Upon the return of these forms, NYSLRS conducts user verification and creation activities, resulting in each employer having registered Contact and Security Administrators in the system. The Contact and Security Administrator(s) then receive credentials for *Retirement Online* and can begin using the system to view and maintain contacts and request security access for users. This process will replace the bi-annual mailing of the Employer Contact Change letters.

The Contact Administrator(s) maintain employer contact information via *Retirement Online* for individuals who communicate with NYSLRS. This includes topics such as payroll, billing, personnel/hiring, and security. Depending on whether the employer contact is a NYSLRS member, additional approval may be needed from NYSLRS. The Contact Administrator is also responsible for completing periodic reviews and updates to employer contacts. The diagram below outlines how Contact Administrators can update employer contact information.



The Security Administrator(s) request *Retirement Online* system access for users in their organization who need this to do business with NYSLRS. They are also responsible for monitoring for fraud and suspicious activity, reporting unusual activities to NYSLRS for follow up, and removing access when necessary. The diagram below outlines the process the Security Administrator follows to give the appropriate access to a user. Access is requested by the Security Administrator and approved by NYSLRS. New employer contacts must be added by Contact Administrators before Security Administrators request their security access.

It is important to complete and return the authorization forms as soon as possible to establish your Contact Administrator and Security Administrator. Completing this process and beginning to maintain contacts in *Retirement Online* is a key first step to prepare your organization for completing employer transactions in *Retirement Online* beginning in May 2019.



6.2: Release 2 Roles & Responsibilities

The capabilities and tools available to employers will be expanded in Release 2. Employers will be able to perform the following through *Retirement Online*:

- **Initiate and Submit an Employer Report:** Ability to upload or manually create reports, view / edit data, and submit reports.
- **Enroll a Member:** Ability to Enroll a Member through the Enroll a Member tool in *Retirement Online*.
- **Request a Plan Upgrade Cost Estimate:** View available plans, request a cost estimate, and initiate the plan upgrade process.
- **Submit a Resolution for Elected and Appointed Officials:** Submit the resolution online and view information on reporting days for elected and appointed officials.
- **View Notifications:** Receive targeted notifications from NYSLRS providing or requesting information.
- **View Employer Documents:** Ability to view documents that are associated to an employer.

In Release 2, the Security Administrator is responsible for granting employer contacts the appropriate level of access for *Retirement Online* to complete transactions with NYSLRS. Because all transactions are completed through *Retirement Online* and not separate applications, the Security Administrator assigns each person one or multiple security roles which provides access.

Before reviewing the various security roles available for your employer contacts, it is important to understand the difference between the terms 'employer contact' and 'security role,' and to understand the limits of each.

Employer Contacts

Employer Contacts are individuals that hold a specific position at your organization. In the current system, these are used by NYSLRS to send mailings and correspondence. After Release 2 of *Retirement Online*, Employer Contacts will be used to list individuals' contact information and provide a security role, if necessary. In Release 2, security roles, rather than employer contacts, will be used primarily for electronic communications.

For all contact types, organizations can list up to one primary individual and one alternate individual (two total). The only contact type this does not apply to is the 'System Access' contact type. Your organization can list as many individuals as necessary for the 'System Access' employer contact type. Any individual listed as a 'System Access' employer contact can be assigned a security role for specific functions within the system.

Security Roles

A security role is assigned to an employer contact by your organization's Security Administrator to provide them the system access necessary to perform an action online. In order to set up your Security Administrator, you should submit a paper form to NYSLRS via mail.

- Contact Administrator – your organization can provide up to **three** individuals.
- Security Administrator – your organization can provide up to **two** individuals.
- All other security roles can be provided to as many of your employer contacts as necessary. For example, there is no limit to the number of individuals who can be listed as the 'Employer Reporting Submitter' security role.

Note: *Retirement Online* notifications are distributed based on an individual's **security role**, not their employer contact type.

The following security roles that can be assigned to employer contacts in Release 2 are listed in the table below. The table also highlights the various portal notifications that individuals in these roles can receive. A portal notification is a message that appears on the portal home page for those individuals that are designated with the security role. These notifications may include a textual message as well as a link to perform an action. Therefore, it is crucial to have an individual designated for each security role to receive the various portal notifications distributed by NYSLRS.

Notifications that are sent as letters have been indicated with **(Letter)** in the table (if there is also a plus sign, a letter is sent in addition to a notification). For any additional questions surrounding these security roles and notifications, please contact the Help Desk by email at RetirementHelpDesk@osc.state.ny.us or by phone at 844-619-9614.

Role Description	Informational Notifications	Action-Based Notifications
Role Title – Employer Reporting Uploader		
• Accesses the File Upload Page and clicks the "Initiate Report" button to initiate the employer report (regular or adjustment); or can create a manual report • Views error and warnings messages related to the uploaded report – some will require action to be completed by the Employer Reporting Submitter • Views data in the initiated report and historical reporting data • Cannot edit data or certify the report • ***Note:*** *One person can have both this role and the Employer Reporting Submitter role (see below). If your staff completes all transactions for the Employer Reporting process, they should be granted both of these roles.*	• Not applicable[3]	• Not applicable[3]

Role Description	Informational Notifications	Action-Based Notifications
Role Title – Employer Reporting Submitter		
• Edits employer reporting data prior to clicking the "Submit" (ie. Approve) button to resolve error and warning messages • Ability to delete employer reports prior to submission • Submits (ie. Approves) the employer report • Views and downloads the "Improper Withholdings" page for their employees • ***Note:*** *One person can have both this role and the Employer Reporting Uploader role (see above). If your staff completes all transactions for the Employer Reporting process, they should be granted both of these roles.*	• Notification that reports submitted by this user with the Employer Reporting Submitter role have been posted • Final loan deduction for a member (**Letter**)[1]	• Request for Salary and Service Certification forms on behalf of a member[1] • Previously requested termination date of a member • Notification stop loan deductions for a member (+**Letter**)[1] • Notification to change loan deductions for a member (+**Letter**)[1]
Role Title – Payroll		
• Receives requests to change/ maintain payroll deductions owed to NYSLRS • Accesses the listing of all contribution rates for employees for a Location Code and the effective date of any contribution rate changes • Views reported earnings and service for current and prior fiscal years	• Employee that has reached their cessation date • Final loan deduction for a member (**Letter**)[1] • New contribution rates for a Tier 6 member[2] • Member has completed their tier reinstatement[2] • Transfer-in confirmation for a member (+**Letter**)[2] • Mandatory retirement notice for a member (+**Letter**)[2] • Service Retirement or Disability Retirement notice for a member (+**Letter**)	• Notification to stop taking service credit purchase deductions for a member • Notification to change service credit purchase deductions for a member • Notification to stop loan deductions for a member (+**Letter**)[1] • Notification to change loan deductions for a member (+**Letter**)[1] • Request for Salary and Service Certification forms on behalf of a member[1]

Role Description	Informational Notifications	Action-Based Notifications
Role Title – Personnel		
• Accesses the Enroll a Member tool and completes enrollment for employees under their Location Code • Receives confirmation of the member's NYSLRS ID, Registration Number, Employment Instance, Tier, and Contribution Rate upon successful submission • Uploads Optional Enrollment forms	• Service Retirement or Disability Retirement notice for a member (+**Letter**) • New contribution rates for a Tier 6 member[2] • Member has completed their tier reinstatement[2] • Transfer-in confirmation for a member (+**Letter**)[2]	• Membership form for a member is required
Role Title – Board Clerk		
• Adds and updates Elected and Appointed Official Resolution information electronically • Receives final confirmation that the information was submitted successfully and information on how to report the official • Receives final confirmation that the form was submitted successfully or if there was an error.	• Not applicable[3]	• Not applicable[3]
Role Title – Employer Billing		
• ***Note:*** *this role is not applicable for Bronze Certification.* • Please continue to use the current Employer Portal system to access fiscal year end information.	• ***Note:*** *this role is not applicable for Bronze Certification.*	• ***Note:*** *this role is not applicable for Bronze Certification.*

[1] This notification goes to both the Employer Reporting Submitter and Payroll roles.

[2] This notification goes to both the Payroll and Personnel roles.

[3] These roles do not receive any electronic notifications, but they can potentially receive print letters.

To complete the Bronze Certification process prior to Release 2, the Security Administrator will need to log in to *Retirement Online* and designate who within their organization should have the following roles:

- Employer Reporting Uploader
- Employer Reporting Submitter
- Personnel
- Payroll

Once the Security Administrator has designated these security roles, credentials will be created for those individuals to allow employer reporting and member enrollment transactions to be completed in *Retirement Online* beginning in May 2019. This information will also allow individuals with these security roles to use a training version of *Retirement Online* during the certifications and training activities. Therefore, it is critical for your Contact and Security Administrators to maintain the contact and security information for your organization directly in *Retirement Online* before, during, and after Release 2 in May 2019.

SECTION 7: Member Enrollment

What is changing? For employers using the Legacy reporting format, a new Enroll a Member page will be available for employers to enroll new mandatory and optional members. For employers using the Enhanced reporting format, employers can enroll members through multiple channels including an automatic process through the Enhanced reporting format and through the Enroll a Member pages in *Retirement Online*.

What does it mean to me? Mandatory members no longer require a paper application when enrolled through the Enhanced report format or through the Enroll a Member pages. Enrollment information, including contribution rate, is provided in real-time through *Retirement Online* once the enrollment has been completed by the employer.

In Release 2, employers can complete the enrollment process for mandatory and optional members in several ways through *Retirement Online*, in addition to traditional channels.

- **Enhanced Format for Employer Reporting:** Employers reporting with the enhanced file format can include hire transactions for new employees. Based on the job information reported, the system determines if an employee is a mandatory or optional member of NYSLRS. Mandatory members are automatically enrolled and sent membership information. Employers do not need to submit an enrollment application for mandatory members and can view information such as contribution rate and tier on the New Hire Summary page in *Retirement Online*.
- **Enroll a Member:** Employers can access the Enroll a Member pages to complete the enrollment process for mandatory and optional members. Optional members require an enrollment application which can be electronically uploaded through *Retirement Online*. Employers can view information such as contribution rate and tier on the confirmation page that appears at the completion of the process.
- **Mail or Fax Enrollment Application:** Employers have the option to continue to mail or fax enrollment applications for processing.

Completing member enrollment through *Retirement Online* allows employers to immediately view important information such as contribution rate so timely deductions can begin. By including all new employees on the Enhanced file format, job data can be evaluated to determine mandatory and optional membership and send the appropriate correspondence directly to the employees.

It is important for the Security Administrator for your organization to designate who will have access to the enrollment tools prior to May 2019. This will allow your organization to begin immediately using *Retirement Online* to complete member enrollments.

SECTION 8: Reporting

What is changing? Employers will complete all employer reporting through *Retirement Online* using the Legacy format beginning in May 2019. After May 2019, NYSLRS will begin certifying employers to use the Enhanced format in *Retirement Online*. The current reporting applications, including Retirement Internet Reporting (RIR) and Retirement Adjustment Reporting (RAR) are being decommissioned in April 2019.

What does it mean to me? Reporting through *Retirement Online* provides employers with real-time error and warning messages and the ability to correct reporting data online prior to submission. Employers need to submit their March 2019 employer reports in the Retirement Internet Reporting (RIR) application by mid-April 2019. Employers will need to submit their April 2019 report in *Retirement Online* in May 2019 after Release 2 is launched.

8.1: File Formats

8.1.1: Legacy File Format

Employers can continue to report using the Legacy format after May 2019 as they prepare to transition to the Enhanced format. The legacy format includes the following fields: Location Code, Report Code, Reported Month, Registration Number, Social Security Number, Control Initial, Last Name, First Name, Days, Salary, Contributions, Loans, and Arrears.

8.1.2: Enhanced File Format

The Enhanced format allows NYSLRS to collect more detailed data for a larger population. This reduces the need to request information from employers when an employee is preparing to retire. The information in the Enhanced format supports automated enrollment for mandatory members, reduces timing issues and mandatory arrears at time of enrollment, and allows employers to report job status changes.

The following fields are required on all transactions:

- NYSLRS ID
- Employment Instance
- Last four digits of Social Security Number
- First three characters of the first name

There are four transaction types that can be included on the Enhanced format. Not all transaction types need to be reported for each employee.

1. Biographical Data

This transaction is only required for a new employee. The information provided in this transaction creates the person in the NYSLRS system. Once the person is created, they are assigned a NYSLRS ID (refer to **Section 8.4** for additional information on NYSLRS ID). The complete Social Security number is used to verify whether the person exists in the system or if they are new. It is important to note that this transaction is not used for changes in biographical data, such as an address change. Members must initiate changes in biographical data through member self-service or directly with NYSLRS.

The following fields need to be completed in this type of transaction: Complete SSN, Name Prefix, First Name, Middle Name, Last Name, Name Suffix, Date of Birth, Gender, Country, Address (Lines 1, 2, 3), City, State, and ZIP Code.

2. Job Data

This transaction is required for new employees (hire) or if a person has a change in their job status or job data. The following types of transactions are available:

- HR Transaction = **Hire** for a new employee
- HR Transaction = **Leave of Absence**, **Military Leave**, **Return from Leave**, **Termination** for a job status change
- HR Transaction = **Data Change** for a change in the job information

This information creates the job record for the person in the NYSLRS system. Once the job record is made, an Employment Instance (refer to **Section 8.5** for additional information on Employment Instance) is created for the person. This is the unique identifier for a particular job. This allows employers to report each job separately with different standard work days if an employee has two jobs at the organization.

The following fields need to be completed in this type of transaction: Effective Date, HR Transaction Type, Job Code, Pay Frequency, Standard Work Hours, Annualized Rate of Pay, Regular/Temporary, Full Time/Part Time, Employee Class, Eligible for the NYS Voluntary Defined Contribution (VDC) Plan?, Election Date for the NYS Voluntary Defined Contribution (VDC) Plan, Enrolled in Other NYS Retirement System?, Retired from Other NYS Retirement System?, and Name of Other NYS Retirement System.

3. Days & Contributions

This transaction is required for all employees where days were worked for the payroll period. This transaction can also include any contributions that were deducted for the payroll period, a loan payment was deducted for the payroll period, and/or service credit purchase payments were deducted for the payroll period. Days and Contributions are stored for the NYSLRS ID and Employment Instance. Loan and Service Credit Purchase Payments are applied to the appropriate accounts.

The following fields need to be completed in this type of transaction: Payroll End Date, Number of Pay Cycles in Period, Reported Days, Reported Pre-Tax Contributions, Reported Post-Tax Contributions, Reported Loan Payments, Reported Pre-Tax Service Credit Purchase, and Reported Post-Tax Service Credit Purchase.

4. Earnings Details

This transaction is required for all employees who had earnings for the payroll period. Earnings are stored for the NYSLRS ID and Employment Instance. Earnings are detailed by Reported Earnings Code and Reported Earnings Amount. Earnings codes indicate the type of pay including regular earnings and overtime earnings.

The following fields need to be completed in this type of transaction: Payroll End Date, Reported Earnings Code, Reported Earnings Amount, and Reported Earnings Hours.

8.2: Reporting Options – File Upload vs. Manual Report

There are two ways an employer can submit reports: either through a file upload or by submitting a manual report. The same business rules run regardless of whether an employer uploads a file or submits a manual report. Employers can 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. Beginning in May 2019, all Legacy reports will be accepted in .txt, .prn, .csv, .rpt and .dat format only. Enhanced reports will only be accepted in .txt. No other formats will be accepted by *Retirement Online*.

8.3: Reporting Population

The reporting population remains the same for the Legacy format. Employers should continue to only report members of NYSLRS when reporting with the Legacy format.

When an employer transitions to the Enhanced format, an expanded population of employees should be included on the employer report including:

1. Current members of NYSLRS. These are either mandatory members or optional members that have chosen to join. New mandatory members are automatically enrolled when included on the Enhanced report.

2. Optional members that have not joined NYSLRS. For optional members that later join, NYSLRS now has the Days and Earnings information for the optional time period. These employees will be sent correspondence information when they are first reported notifying them of their option to join NYSLRS.

3. Retirees that have returned to work (e.g. Section 212, 211). NYSLRS will monitor reported earnings against the appropriate statutory limit. The inclusion of these employees in the Enhanced report eliminates the need for separate Post-Retirement Reporting.

4. Employees that are eligible for alternative retirement benefit programs (Voluntary Defined Contribution Plan). If an employee is eligible for an alternative retirement benefit program, business rules will not automatically trigger enrollment until the required waiting period has passed. If the employee opts into the alternate retirement system, they no longer need to be reported to NYSLRS.

8.4: NYSLRS ID

The NYSLRS ID is the new unique identifier for people in the NYSLRS system. It will replace the Registration Number as employers transition to the Enhanced format. It is a 9-character long identifier that begins with ‘R’ (e.g., R00112233). Employers will need to report employees using the NYSLRS ID once they transition to the Enhanced format. NYSLRS will assign and provide this identifier to employers so that they can be used in the reporting files. This identifier should be stored by the employer once they begin using the enhanced reporting format.

8.5: Employment Instance

The Employment Instance is used to determine which job is being reported on the Enhanced format. While the NYSLRS ID identifies the person, the Employment Instance identifies the job. The Employment Instance allows employers to report data for each job if an employee has more than one job at an organization. Employers need to report employees using the NYSLRS ID and Employment Instance once they transition to the Enhanced format. NYSLRS will assign and provide this identifier to employers so that they can be used in the reporting files. This identifier should be stored by the employer once they begin using the enhanced reporting format.

8.6: Data Mapping

NYSLRS has created standardized earnings codes, job codes, and HR transactions that are required when reporting through the Enhanced format. Earnings codes allow employers to provide a breakdown of the earnings by earnings code for each report. This indicates different types of earnings such as regular earnings and overtime earnings. Job codes are reported when a person is hired and determines if an employee is eligible for any special plans offered by their employer. Job Codes will be required for all enrollments beginning in May 2019. The HR transactions are reported when there is a job status change for a person, such as a leave of absence or return from leave. HR Transactions can be reported once an employer transitions to the Enhanced format.

8.6.1: Earnings Codes

Earnings codes are the line item breakdown of the different components of pay. These include items like regular pay and overtime pay.

Earnings codes determine what portion of an employee's earnings are used to calculate required contributions (as applicable), can be used to apply certain earnings caps, and factor in to retirement calculations. For example, if an employee exceeds a salary cap and the employer reports contributions, a message will be generated when the employer report is initiated. Earnings Codes must be mapped to and used once employers begin using the Enhanced reporting format; however, these earnings codes do not need to be stored by the employer.

8.6.2: Job Codes

Job codes determine what benefit plan an employee qualifies for and is only required at the time of hire or if there is a change. For example, a sheriff may be enrolled into a plan specific to sheriffs, whereas an accountant may be enrolled in a general plan.

Job codes are system specific to either ERS or PFRS and are six characters long. ERS job codes end with 'E' and PFRS job codes end with 'P.' Job codes must be mapped to and used once employers begin using the Enroll a Member tool and the enhanced reporting format; however, these job codes do not need to be stored by the employer. Please see the **Appendix section** for a listing of all ERS and PFRS job codes. As employers continue certification activities during Summer 2018, employers can expect an interactive tool on the Employer website that will allow them to narrow down the job codes that specifically apply to their employer type.

8.6.3: HR Transactions

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 can include this information on the Enhanced report and it can be stored for the applicable employee. This will allow for greater accuracy in calculations and will require fewer follow-ups from NYSLRS.

SECTION 9: Next Steps

9.1 System Training and Certification

To prepare for using *Retirement Online* for employer reporting and member enrollment beginning in May 2019, employers will be provided training and certification for support.

Employers will receive information on training and certification in early 2018. All employers will need to complete Bronze Certification and Silver Certification to prepare for reporting with the Legacy format in *Retirement Online*. Employers will complete Gold Certification at specific intervals, prior to May 2019 and after to prepare to move to reporting with the Enhanced format. These intervals are determined by the Transition Group you are in.

The three levels of certification and the related training for employers that need to be completed to use *Retirement Online* are:

Bronze Certification

✓ *What?*

☐ Establish and train Security Administrator and Contact Administrator

☐ Update Employer Contact List

☐ Request access for Employer Contacts through *Retirement Online*

☐ Successfully log in to *Retirement Online*

✓ *Why?*

Provides credentials to key contacts for training activities and for reporting and enrollment in *Retirement Online* for May 2019.

Silver Certification

✓ *What?*

☐ Complete training on How to Submit the Legacy Report

☐ Create and successfully submit a Legacy Format Report

☐ Complete training on Enrolling New Members in *Retirement Online*

☐ Complete training on Notifications and Corresponding *Retirement Online* Actions

✓ *Why?*

Allows employers to upload and successfully submit a Legacy file in a training environment and practice enrolling new members.

Gold Certification

✓ *What?*

☐ Complete training on How to Submit the Enhanced Report

☐ Create and successfully submit an Enhanced Format Report

✓ *Why?*

Allows employers to upload and successfully submit the Enhanced file in a training environment and practice enrolling new members.

✓ *When?*

Employers will be notified when their gold certification training is planned to begin.

9.2 Transition Groups and Coaches

Transition Groups will be created to provide additional support to employers during the transition to using *Retirement Online*, specifically for Gold Certification. These are groups of employers that will have their own specific certification timelines. NYSLRS will also have Transition Coaches who will assist employers with questions and concerns during and after the transition process.

9.3 Changes to Employer Applications

With the launch of *Retirement Online*, there will be several changes to various employer applications. The Retiring Employees Acknowledgement Program (REAP) has been decommissioned as of February 28, 2018. Employers will no longer receive email notifications from REAP, but will continue to receive paper notifications. Additional programs such as RIR, RAR, VCR, and EAOR will be decommissioned prior to Release 2 in May 2019. Additionally, Post-Retirement Reporting (PRR) will be decommissioned in February 2020 along with the other employer billing applications once active Fiscal Year 2020 invoices have been received and processed.

9.4 Available Resources

There are various resources that employers can use to prepare for the launch of *Retirement Online*. The NYSLRS employer website, which includes valuable information regarding the benefits and details of this initiative can be found at **www.osc.state.ny.us/retire/retirement_online/employers.php**. The site includes an overview of *Retirement Online*, explains the new tools for employers, and provides additional details on Transition Groups. There are also user guides with step-by-step instructions on getting accustomed to using the new system.

Employers can also contact NYSLRS directly for assistance with anything related to the new system. The Retirement Online Help Desk can be reached directly at 844-619-9614 between 8:00 a.m. and 4:30 p.m. Eastern Time or by e-mail at RetirementHelpDesk@osc.state.ny.us. There is also a Retirement Online Help Desk form that can be submitted on the website.

Appendix

ERS Job Codes

Job Code	Description	Job Code	Description
00100E	Administrative Fire Official	**03600E**	General Employee
00200E	Administrative Law Enforcement	**03800E**	Higher Education Instructor
00300E	Fire Commissioner	**04000E**	Arbitrator/Negotiator
00400E	Fire Marshal	**04100E**	Labor Relations Specialist
00500E	Police Commissioner	**04200E**	Laborer
00600E	Accountant	**04300E**	Management
00700E	Admin of Assigned Counsel	**04400E**	Medical Support Staff
00800E	Ambulance Medical Technician	**04500E**	Office Staff
00900E	Appointed Executive	**04600E**	Paramedic
00950E	Appointed Office (Timekeeping)	**04700E**	Paraprofessional/Aide
01200E	Architect	**04800E**	Paraprofessional/Paralegal
01300E	Referee/Athletics Official	**05000E**	Peace/Probation Officer
01400E	Attorney/Counsel	**05200E**	Police Cadet/Recruit
01500E	Auditor	**05600E**	Programmer/Technician
01600E	Civil Law Enforcement	**06000E**	Safety Officer
01700E	Coach	**06100E**	Safety/Security (State Only)
01900E	Consultant	**06300E**	Sec Hospital Treatment Asst
02000E	Correction Officer	**06400E**	Sheriff
02100E	Dep Sherff/Court Secty/Jailor	**06500E**	Deputy Sheriff – Civil
02500E	Uniform Correction Personnel	**06700E**	Treasurer/Tax Collector
02600E	Investigator	**07100E**	Superior Correction Officer
02700E	Doctor/Physician	**07200E**	Unified Court Peace Officer
02800E	Education Administrator	**07300E**	Corrections Superintendent
02900E	Elected Office	**07400E**	Park Police/Ranger
03200E	Elementary/Secondary Educator	**08300E**	Traffic Officer
03300E	Engineer	**08400E**	ERS Military
03500E	Equipment Operator		

PFRS Job Codes

Job Code	Description
00100P	Administrative Fire Official
00300P	Fire Commissioner
00500P	Police Commissioner
05200P	Police Cadet/Recruit
07400P	Forest Ranger (State Only)
07600P	Park Police Officer (State Only)
07900P	State Police (State Only)
08100P	Superior Fire Fighter
08400P	PFRS Military
00200P	Administrative Law Enforcement
00400P	Fire Marshal
01400P	Attorney/Counsel (State Only)
07300P	Fire Fighter
07500P	SUNY Police (State Only)
07700P	EnCon Police (State Only)
08000P	Police/Patrol Officer
08200P	Superior Police Office

Glossary

Term	Definition
Contact Administrator	Currently being designated as part of the authorization process. The Contact Administrator maintains employer contact information via *Retirement Online* for individuals who communicate with NYSLRS.
Employment Instance	The new unique identifier for the job that is being reported for a person. It is required on the Enhanced format and allows employers to report separate data for each job a person holds in the organization. This information must be stored.
Enhanced File Format	The new employer reporting format that employers will begin using when reporting in *Retirement Online*. Employers can continue to report using the Legacy format in *Retirement Online* while they prepare to transition to the new format. The Enhanced format contains additional data fields and includes a larger population of employees.
Legacy File Format	The current employer reporting format that employers use to submit regular and adjustment reports to NYSLRS. It contains information such as Days, Salary, Contributions, Loans, and Arrears.
NYSLRS	New York State and Local Retirement System
NYSLRS ID	The new unique identifier for people in the NYSLRS system. It is required on the Enhanced format and replaces Registration Number. This information must be stored.
Retirement Adjustment Reporting (RAR)	The current application that employers use to submit adjustment reporting files.
Retirement Internet Reporting (RIR)	The current application that employers use to submit regular reporting files.
Retirement Online	The new system for employers to complete their transactions with NYSLRS beginning in May 2019 including employer reporting and member enrollment. Employers can currently use *Retirement Online* to maintain employer contacts once the authorization process is complete.
Security Administrator	Currently being designated as part of the authorization process. The Security Administrator requests *Retirement Online* system access for users in their organization who need this access to do business with NYSLRS. They are also responsible for monitoring for fraud and suspicious activity, reporting unusual activities to NYSLRS for follow up, and removing access when necessary.
Transition Group	Smaller groupings of employers created by NYSLRS to provide support through the transition to the Enhanced file format.

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NYSLRS

New York State and Local Retirement System

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