

Employer Security Roles in *Retirement Online* for State Agencies

The following are the security roles that must be assigned to employer contacts for Bronze Certification. 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 pushed out 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 Retirement Online Help Desk by email at RetirementHelpDesk@osc.state.ny.us or by phone at (844) 619-9614.

The actions associated to these red highlighted notifications below will be completed by the Payroll Services reporting process. No action is required of the agency.

For agencies that are not supported by OGS' Business Service Center (BSC):

Role Title	Required?	Role Description	Informational Notifications	Action-Based Notifications
Payroll	Yes	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Employee that has reached their cessation date Final loan deduction for a member (Letter) New contribution rates for a Tier 6 member Member has completed their tier reinstatement Transfer-in confirmation for a member (+Letter) Mandatory retirement notice for a member (+Letter) Service Retirement or Disability Retirement notice for a member (+Letter) 	<ul style="list-style-type: none"> 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) Notification to change loan deductions for a member (+Letter) Request for Salary and Service Certification forms on behalf of a member

Role Title	Required?	Role Description	Informational Notifications	Action-Based Notifications
Personnel	Yes	<ul style="list-style-type: none"> • Accesses the Enroll a Member functionality 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 	<ul style="list-style-type: none"> • Service Retirement or Disability Retirement notice for a member (+Letter) • New contribution rates for a Tier 6 member • Member has completed their tier reinstatement • Transfer-in confirmation for a member (+Letter) 	<ul style="list-style-type: none"> • Membership form for a member is required
Contact Administrator	Yes	<ul style="list-style-type: none"> • Maintains employer contact information for individuals with whom NYSLRS communicates about topics including payroll, billing, personnel, security, etc. • Completes periodic reviews and updates to employer contacts. This includes adding new contacts, removing old contacts, and modifying the demographic information of existing contacts. 	<ul style="list-style-type: none"> • Service Retirement or Disability Retirement notice for a member (+Letter) • New contribution rates for a Tier 6 member • Notification that member invoices have been generated • Pensionable earnings details are available on the Billing Dashboard • Requested plan cost estimate is available for viewing 	<ul style="list-style-type: none"> • Not applicable
Security Administrator	Yes	<ul style="list-style-type: none"> • Requests <i>Retirement Online</i> system access for their location code for users who need it to do business with NYSLRS. • Monitors for fraud or suspicious activity. • Reports unusual activity to NYSLRS for follow up. • Removes access when necessary. • Works with Contact Administrator to confirm that roles are properly assigned and fully staffed 	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable

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Role Title	Required?	Role Description	Informational Notifications	Action-Based Notifications
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Personnel	Yes	<ul style="list-style-type: none"> Accesses the Enroll a Member functionality 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 *Note: This role will be held by BSC representatives for your agency. 	<ul style="list-style-type: none"> Service Retirement or Disability Retirement notice for a member (+Letter) New contribution rates for a Tier 6 member Member has completed their tier reinstatement Transfer-in confirmation for a member (+Letter) 	<ul style="list-style-type: none"> Membership form for a member is required

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Contact Administrator	Yes	<ul style="list-style-type: none"> Maintains employer contact information for individuals with whom NYSLRS communicates about topics including payroll, billing, personnel, security, etc. Completes periodic reviews and updates to employer contacts. This includes adding new contacts, removing old contacts, and modifying the demographic information of existing contacts. *Note: <i>This role will be held by BSC representatives for your agency. However, agencies can designate one representative for this role as well.</i> 	<ul style="list-style-type: none"> Service Retirement or Disability Retirement notice for a member (+Letter) New contribution rates for a Tier 6 member Notification that member invoices have been generated Pensionable earnings details are available on the Billing Dashboard Requested plan cost estimate is available for viewing 	<ul style="list-style-type: none"> Not applicable
Security Administrator	Yes	<ul style="list-style-type: none"> Requests <i>Retirement Online</i> system access for their location code for users who need it to do business with NYSLRS. Monitors for fraud or suspicious activity. Reports unusual activity to NYSLRS for follow up. Removes access when necessary. Works with Contact Administrator to confirm that roles are properly assigned and fully staffed *Note: <i>This role will be held by BSC representatives for your agency.</i> 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable

Please note: The following security roles will be visible on *Retirement Online* but they will not be applicable to state agencies, as the functionality is accounted for by Payroll Services processing:

- Board Clerk
- Employer Billing
- Employer Reporting Submitter
- Employer Reporting Uploader